THE COMMON-WORD SPELLERS

BOOK TWO

LEWIS

Victor Weiler. 40

THE COMMON-WORD SPELLERS

A TWO-BOOK COURSE IN SPELLING FOR THE COMMON SCHOOLS

BOOK TWO

FOR THE FIFTH, SIXTH, SEVENTH, AND EIGHTH GRADES

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PREFACE

Book Two of the *Common-Word Spellers* continues the plan of work begun in Book One. It emphasizes the spelling of common words, separately treats phonetic and unphonetic words, consistently reviews difficult words previously taught, and stresses the hard spots in words. It also continues written dictation, standard tests, and exercises in syllabication.

One outstanding new feature of Book Two is the dictionary lessons presented in a novel and practical way. Pupils are taught how to use guide words and key words, and how to interpret diacritical marks and marks of accent. Word studies including the significance of prefixes and suffixes, of plural forms, and the formation of compounds are given a prominent place. Derivatives comprise so large a percentage of our common words that word-building exercises are very properly emphasized. Adequate attention is also given to correct pronunciation and to practice in written spelling.

Another feature receiving attention is the planned lessons for teaching spelling in the pupils' original composition. After all, this is the real test of one's ability to spell. Put to this test many of our prize winners in spelling classes display weakness. When correct spelling functions subconsciously as a person writes, he spells well.

An attempt to teach only the words needed in everyday life has been made in these books. But when children leave the common schools to engage in business pursuits a special vocabulary enters their speech and writing. These words cannot be anticipated. The pupil must master them unaided. A very essential part, then, of a course in spelling is to teach pupils how to go about it to learn to spell new words. This very important instruction has been definitely given in the *Common-Word Spellers*.

Grateful acknowledgments are due Dr. W. N. Andersen for material having to do with the establishing of a sensible vocabulary and to Dr. E. J. Ashbaugh for the use of the Iowa Spelling Scales dealing with the proper gradation of words. The author also acknowledges his indebtedness to Mr. E. D. Burbank of Ginn and Company for the use of articles published in the *Volta Review* and to Miss Grace Shields of Cedar Rapids, Iowa, for most helpful suggestions, as well as to many other teachers for their interest and encouragement.

THE AUTHOR

INTRODUCTION

In the main, three problems are faced in preparing a textbook in spelling. First, the problem of the vocabulary; second, the problem of grading the vocabulary scientifically; and third, the problem of presentation or method of instruction. Each of these is fully discussed in the introduction to Book One of the *Common-Word Spellers*.

Vocabulary. The vocabulary of this series of spellers is based upon the original investigations made by Dr. W. N. Andersen at the State University of Iowa, in which he determined the three thousand most common words used in social and business correspondence. To this original list about one thousand words have been added. These were chosen from the lists of common words determined by Ayres, Cook and O'Shea, Pryor, Starch, and Jones, and from other lists, including interest words from writing vocabularies of school children.

Gradation. The words are graded in accordance with the findings of Ashbaugh's Iowa Spelling Scales and the scale by Ayres and Buckingham. Consideration is also given to the recommendations of the Committee on Economy of Time of the National Education Association.

Method. Four groups of words are separately treated: (1) purely phonetic words which present little difficulty

and therefore need but slight attention, (2) words containing phonetic equivalents, (3) homonyms, and (4) unphonetic or sight words. These groups are fully described in the introduction to Book One, to which the reader is referred.

Additional problems in teaching spelling are considered under the following headings: (1) Use of the Dictionary, (2) Hard Spots and Demons, (3) Pronunciation, (4) Syllabication, (5) Words in Context, (6) Notes for the Teacher.

Use of the Dictionary. Many fairly well-educated persons do not know how to use a dictionary intelligently. It is not because they never have occasion to use it but because they were never taught its use. Realizing this the *Common-Word Spellers* provide for progressive dictionary exercises throughout the grades.

Beginning with the learning of the letters of the alphabet in their order, pupils are taught to arrange words alphabetically in lists based on the first, then the first two, and subsequent letters. They are also taught to find words, and to insert other words, in such lists. Practice is given in finding names in telephone and address books.

At the beginning of Book Two a novel feature is introduced; namely, an exact copy of a page from a dictionary. Interpretative lessons based upon this page teach the pupil how to find and use guide words, key words, diacritical marks, accent marks, and other essentials necessary in the intelligent use of a dictionary. Learning to mark diacritically every word by sheer memory is purposely avoided. Pupils learn to use diacritical marks when a letter that

represents more than one sound requires a mark to indicate which sound is employed in the pronunciation. How to find the meaning and the spelling of a word is also taught.

Hard Spots and Demons. Usually hard spots occur in words, (1) if a sound is not represented by its usual symbol, (2) if the word is spelled with a phonetic equivalent, (3) if there are silent letters, and (4) if there is an elision of vowels. Demons are unphonetic or sight words in which the pronunciation offers little or no help in the spelling. All such words must be reviewed again and again until the spelling is fixed in the writing hand.

Pronunciation. The author believes that pronunciation is a real part of the spelling work. It is therefore made a part of the mastery of each word and is given prominence in the text because of its function both in speech and in spelling. Distinct and correct pronunciation is a mark of scholarship to be coveted by all.

Syllabication. The author believes that to memorize syllables is a useless waste of time, and has therefore developed the simple principles of syllabication in special lessons.

Words in Context. The chief purpose of spelling is to enable pupils to write with ease and accuracy whatever they may desire to express. To this end many exercises in dictation, in letter writing, and in original composition have been provided.

Notes for the Teacher. One of the unusual features of the *Common-Word Spellers* is the notes, which suggest the method of teaching certain phases of spelling. These notes are in the appendix.

THE COMMON-WORD SPELLERS

BOOK TWO

FIFTH GRADE

Many of the words in these review lessons you already know and need only scan to make sure of them. But the words that are hard for you must be given special effort. Single them out for a thorough study by testing yourself (1) for their pronunciation, (2) for their meaning, (3) for their hard spots, and (4) for their use in sentences.

Your new lessons will contain no more than three new words, except where their spellings offer no special difficulty. Think of the meaning of each word as you study it; pronounce it slowly and distinctly. Look at it closely to discover the hard spot, if one is to be found. Spell the word to yourself, thinking of each succeeding letter as you do so. Write the word rapidly several times. Use the word in a sentence of your own.

Last year you learned to arrange words in alphabetical order and were given other dictionary exercises. This year you will learn what a dictionary is and how to make use of it. These lessons are as important as the others; do not slight them. Your success in acquiring a mastery of words will depend largely on the ease and frequency with which you make use of the dictionary.

Lessons 1 to 14 are for review. Point out the hard spots in these words:

1			2	
guest	sure		raise	enjoy
could	wear		shoes	prove
thief	brief		goose	quite
broad	they		crumb	built
half	friend		heard	learn
quart	once		vary	coach
doubt	their		whole	steak
dread	wrong		fourth	group
bowl	cough		crowd	voice
which	nerve		hasn't	based

Divide into syllables. Try to blend the consonants with the following vowel. See Appendix, page 177.

3			4	
polite	decide		locate	belong
depend	respect		behind	because
return	before		amount	among
awhile	request		demand	prevent
between	remove		retain	repeat
around	remain		female	protect
report	protest		against	secure
provide	ashamed		recent	beyond
flavor	program		labor	eager

Pronounce by syllables before spelling:

				5
ankle	neglect	expert	content	
public	contest	problem	mistake	
admit	chapter	insert	subject	
bottom	suppose	coffee	western	
submit	prospect	parlor	fourteen	
extend	captain	further	explain	

Word-groups to use in your own sentences.

hear the bell	6	there they go	7
the right answer		too little time	
come over here		know your lesson	
lost their books		write the report	
threw the ball		through the door	
treaty of peace		a piece of cloth	
pail of sirup		pale-faced child	

These words contain hard spots. Be ready to use each in a sentence.

				8
meant	hence	juice	guide	
bathe	breathe	clothe	build	

Hence means therefore, or away from.
The people bathe on the beach.

Which suffixes mean *more* and which mean *one who* in the following words?

9			10		
	robber	maker		shipper	teacher
	buyer	lower		cheaper	higher
	cooler	jobber		painter	dealer
	bigger	warmer		preacher	builder
	lawyer	larger		stronger	speller
	voter	writer		slacker	stranger
	nicer	cleaner		younger	peddler

Pronounce and spell these words after adding *ed*. Then spell with *ing* added:

11		12		13		14	
	fix		watch		wrap		drill
	own		improve		light		check
	dance		sew		climb		cough
	gain		greet		coast		shove
	count		touch		order		belong
	charm		strap		bloom		doubt
	open		sign		dread		level
	answer		renew		credit		listen
	adopt		color		address		patent
	insist		expect		repeat		coach
	play		wait		offer		elect
	please		lose		skate		fret

Spell and define these words:

advance	debate	respond	behalf	15
address	desire	regret	beneath	

Send your regrets. Address the letter.

Written Exercise

Write other sentences using these homonyms:

The wind blew against the blue curtain. 16
It is fair for me to pay the fare today.
We shall weigh our load on the way to town.
Shall we wait to learn the weight of the load?
You sew the seam and I'll sow the seed.

homestead[1]	pearl	against	17
lonesome	behalf	gland	
barley	breathe	neglect	

Let's raise some barley on the homestead.
It isn't so lonesome with stock to feed.

machine	barley	prospect	18
thrash	ankle	lonesome	
engine	homestead	lawyer	

We can hire a machine to thrash the barley.
Our old engine will run it.

Explain the meanings of these suffixes. Notice how they modify the meanings of words. What is the other portion of the word called?

19			20		
	helpful	illness		sadness	goodness
	quickly	shipment		cheerful	bashful
	cloudy	careless		deeply	tasteless
	useful	hopeless		dreadful	kindness
	fully	lively		harmless	clearly
	joyful	gainful		grateful	doubtless
	stormy	neatly		sickness	wisely

Arrange these words alphabetically:

21				
	address	adjust	advise	advice
	advance	admit	admire	adverb

I admit that I cannot adjust the matter.
What is your advice? Please advise me.

Review Exercise

22 **Prepare for a "spelldown" by reviewing the words already covered in this grade. Be careful to pronounce the word distinctly before spelling it. One trial on each word is all that should be allowed. Any words that are missed should be listed for further study. Call this your "Never Again List." See page 178.**

Do you remember the five vowels? Name them. *Y* is also a vowel when having a sound of *i* (*myth*, *type*) and *w* is a vowel when following another vowel in the same syllable (*now*). No word can be pronounced without a vowel. There is a sounded vowel in every syllable. Find and learn four other words in which *y* or *w* occurs as a vowel.

style syllable shawl crowd 23

Vowels have many sounds. This fact makes it helpful to use marks showing the sounds of vowels. The marks will be taught later. Their long sounds, except in case of *w* and *y*, are the same as the names of the vowels (*a*, *e*, *i*, *o*, *u*). Sometimes the sound of a vowel may be told by its position in a word. Study these words to tell the positions of the long and the short vowels in words:

hat	bit	hop	cut	24
hate	bite	hope	cute	
hater	biter	hoping	cuter	
hatter	bitten	hopping	cutter	

Homonyms in Sentences for Dictation

He can play baseball, but can he sing bass? 25
We heard that he had sold his herd of cattle.
Our guest has guessed the riddle.
Hardware will break; it will also wear out.

Dictation Exercise.[2] Fresh Air

26 "Army men remark that so long as they are out of doors, even if exposed to bad weather, they almost never catch cold; but often do so as soon as they resume living in houses."

27	officer	thrash	strict
	straight	weight	machine
	surprise	engine	insert

The officer gave the soldiers a surprise.
Then he went straight to his office.

28	promise	surprise	resume
	although	submit	straight
	wealth	officer	content

Although he was a man of wealth, he made no promises to his men.

Composition Exercise

29 **Write a letter ordering a football for the boys and a volley ball for the girls of your room. Address A. G. Spaulding & Co., Chicago, Ill. Your teacher will suggest the proper form. Do not misspell any of the words.**

Dictionary Exercise

Arrange the words in lessons 11, 12, 13, and 14 alphabetically in two columns; then find the following as quickly as you can: *doubt*, *wrap*, *listen*, *charm*. The teacher will name other words in the list for you to find. 30

active	although	hoping	31
primary	expert	exposed	
measure	wealth	hardware	

quart measure — expert advice
primary grade — active member

First drop *e*, then add *ed*; pronounce it *t*:

like	place	price	advance 32
hope	force	base	promise

The grade in spelling is based on daily work.

These words contain hard spots; copy, then trace the hard spots in ink as you study:[3]

color	police 33	noisy	freight 34
honey	second	busy	laughter
canoe	muscle	island	beauty
cover	honest	apron	daughter
broad	fierce	onion	lettuce

35	violin	active	calm
	touch	Wednesday	primary
	cousin	measure	ache

My cousin plays the violin well; but I regret to say that I do not touch it.

36	handkerchief	touch	based
	linen	sorrow	promised
	choice	cousin	violin

He bought me a linen handkerchief — as choice a one as he could find.

37	rough	handkerchief	choice
	effort	linen	beauty
	umbrella	circus	muscle

The weather is very rough and windy.
It takes an effort to hold an umbrella.

Dictation Exercise. Homonyms Explained[4]

38 Is there a tax on carpet tacks?
We went forth on the Fourth of July.
The hair on a hare is called fur.
The wound on my heel does not heal.

Write each word after *He is* or *It is*; thus, *It is delivered, He is delighted.*[5]

woven	stolen	inclosed	delivered	**39**
frozen	broken	delighted	located	
driven	chosen	reported	removed	

Use these word-groups in sentences:[5]

the English language	dairy products	**40**
active membership	delightful time	
farming industry	zero weather	
household duties	lowest terms	

Sometimes broad *a* is spelled *au*:

haul	cause	laud	fault	**41**
daub	pause	sauce	vault	

laud means praise — daub with paint
sweet apple sauce — safety vault

Pronunciation Exercise

Mispronunciation leads to misspelling. Keep up your "Never Again List" on page 178.

history	every	pumpkin	engine	**42**
because	cruel	fellow	figure	
hundred	quiet	getting	poetry	

Lessons on the Use of a Dictionary[6]

Opposite is a page from a dictionary. It contains forty words arranged alphabetically. The forty words are in heavy black type. What are the first and last words on the page?

Guide words. The two words *wildcat* and *wine* in large type at the top of the page are called *guide words*. They guide us by showing what words are on the page. *Wildcat* is the first word explained and *wine* is the last. The guide words of any page in the dictionary show at a glance whether the word we are looking for is on that page.

Finding a word. Look for the word *window*. As *n*, the third letter in *window*, comes in the alphabet later than *l*, the third letter in *wildcat*, the word *window* will come later than the word *wildcat*. As *d*, the fourth letter in *window*, comes before *e*, the fourth letter in *wine*, the word *window* will come before the word *wine*. Thus *window* will be found on this page. Find the words *win*, *will*, and *windy*. Tell how you find them. Why not look for the words *wide* and *work* on this page?

Dictionary Exercise

Where are the guide words of a dictionary page located? What are the guide words on pages 27, 64, 110 of your dictionary? Give two words that may be found on each of these pages. Find in your dictionary the words *meant*, *thrash*, *wealth*. What guide words help locate each word?

wild'cat' (wīld'kăt'), *a.* **1.** Not sound or safe; reckless; irresponsible. **2.** Of trains, etc., running without control or contrary to orders.

wil'der-ness (wĭl'dẽr-nĕs), *n.* **1.** A tract uncultivated and uninhabited by human beings; a wild; waste. **2.** A confusing multitude or mass; as, a *wilderness* of flowers.

wild'fire' (wīld'fīr'), *n.* An inflammable composition hard to quench.

wild'ing (wīl'dĭng), *n.* An uncultivated plant or [its fruit.

wild'ly (wīld'lĭ), *adv.* In a wild manner.

wild'ness, *n.* Quality or state of being wild.

wile (wīl), *n.* A sly artifice; a beguiling trick. — *v. t.* [1] To lure; entice; beguile; allure.

wil'ful (wĭl'-), **-ly, -ness.** Vars. of WILLFUL, etc.

wil'i-ly (wīl'ĭ-lĭ), *adv.* In a wily manner.

wil'i-ness (-nĕs), *n.* Wily quality or state.

will (wĭl), *n.* **1.** Wish or desire. **2.** What is wished by another. Hence, a request, command, or decree. **3.** Power coupled with desire or intention; as, a man of iron *will.* **4.** Act or experience of willing. **5.** Power of choosing. **6.** *Law.* The legal declaration of a person's mind as to the disposition of his property after his death. — **with a will,** with willingness and zeal; heartily. — *v. t.;* WILLED (wĭld); WILL'ING. **1.** To determine by an act of choice; ordain; decree. **2.** To influence by one's will, as through hypnotism. **3.** To give, dispose of, or direct, by will or testament. — *v. i.* To exercise volition; choose; decide; decree.

will, *v. t. & auxiliary; pret.* WOULD; *p. p.* WOULD. **1.** As *v. t.:* Wish; desire; — now chiefly in the form *would* (which see). **2.** As *auxiliary,* followed by the infinitive without *to* (see also WOULD): **a** Am (is, are, etc.) willing or desirous to, or, emphatically, determined to. Hence, simply, am (is, are, etc.) to; — forming future-tense phrases. See SHALL. **b** Am (is, are, etc.) accustomed to. — *v. i.* To be willing; wish.

will'ful, wil'ful (wĭl'fo͝ol), *a.* [4] **1.** Voluntary; intentional; as, *willful* murder. **2.** Obstinate; perverse. — **-ly,** *adv.* — **-ness,** *n.*

will'ing, *a.* [4] **1.** Favorably disposed in mind; desirous; ready. **2.** Ready to act; prompt to do, give, etc. **3.** Done, given, etc., without reluctance; voluntary. — **-ly,** *adv.* — **-ness,** *n.* [8].

will'-o'-the-wisp' (-ō-thē-wĭsp'), *n.* Ignis fatuus.

will'ow (wĭl'ō), *n.* Any of various trees or shrubs having pliable shoots; also, their wood.

will'ow-y (-ō-ĭ), *a.* [4] **1.** Abounding with willows. **2.** Willowlike; pliant; flexible; graceful.

wilt (wĭlt), *v. i.* To lose freshness and become flaccid; droop. — *v. t.* To cause to droop or languish.

wilt, *2d pers. sing.* of WILL.

wil'y (wīl'ĭ), *a.* [3] Full of wiles; crafty.

wim'ple (-p'l), *n.* A covering of silk, linen, etc., for the neck, chin, and sides of the face, worn by nuns. — *v. t.* [1] **1.** To clothe with a wimple. **2.** To plait, or fold; to cause to ripple or undulate. — *v. i.* To lie in folds; also, to ripple.

win (wĭn), *v. i.; pret. & p. p.* WON (wŭn); *p. pr. & vb. n.* WIN'NING. **1.** To gain the victory; prevail. **2.** To succeed by effort in reaching a specified place or state; get. — *v. t.* **1.** To get by labor; gain; obtain. **2.** To gain in competition or contest; also, to come off victor in. **3.** To achieve by effort. **4.** To come to by effort; reach. **5.** To persuade; allure; gain the favor of.

wince (wĭns), *v. i.* [1] To shrink, as from a blow, or from pain; flinch. — *n.* Act of wincing.

winch (wĭnch), *n.* **1.** A crank with a handle for giving motion to a machine, grindstone, etc. **2.** Any of various devices to turn or strain something forcibly, as a form of windlass.

wind (wĭnd), *v. t.; pret. & p. p.* WOUND (wound); *p. pr. & vb. n.* WIND'ING (wīn'dĭng). **1.** To turn completely or repeatedly, esp. about something fixed; twist; twine; coil. **2.** To infold; entwine. **3.** To introduce sinuously or stealthily. **4.** To hoist or haul by a rope, etc., pulled by a machine. — *v. i.* **1.** To move in a sinuous course. **2.** To make one's way by stealthy or indirect methods. **3.** To coil; twine. — *n.* A winding; turn; bend.

wind (wĭnd; *poet. or rhetorical,* wind), *n.* **1.** The horizontal natural movement of air. **2.** Air artificially put in motion. **3.** Air impregnated with a scent, as of game; scent; as, to get *wind* of. **4.** Power of respiration; breath. **5.** Mere talk. **6.** Gas generated in the stomach or bowels.

wind (wīnd), *v. t.; pret. & p. p.* WOUND; *p. pr. & vb. n.* WIND'ING. To blow; sound, as a horn, by blowing.

wind'age (wĭn'dăj), *n.* **1.** *Gun.* Deflection of a projectile by the wind. **2.** *Naut.* The surface exposed by a vessel to the wind. [wind.

wind'break' (wĭnd'brāk'), *n.* A shelter from the

wind'fall' (wĭnd'fôl'), *n.* **1.** Something blown down by the wind, as fruit. **2.** An unexpected legacy or other gain. [being windy.

wind'i-ness (wĭn'dĭ-nĕs), *n.* Quality or state of

wind instrument (wĭnd). *Music.* An instrument sounded by wind, esp. by the breath.

wind'lass (wĭnd'lăs), *n.* Any of various machines for hoisting or hauling, as by turning a crank.

wind'mill' (-mĭl'), *n.* A mill operated by wind.

Windmill. *a a* Sails; *b* Vane to bring Windmill into the wind.

win'dow (wĭn'dō), *n.* **1.** An opening in the wall of a building to admit light and air. **2.** *Arch.* The shutter, casement, sash, or other framework, which closes a window opening. — *v. t.* To furnish with a window or windows.

wind'pipe' (wĭnd'pīp'), *n.* The trachea.

wind'row' (wĭn'drō'), *n.* **1.** A row of hay raked up before being heaped into cocks; also, any similar row for drying, as of sheaves of grain. **2.** A wind-swept line or row, as of dry leaves or dust.

wind'ward (-wẽrd), *n.* Point or side from which the wind blows; — opp. to *leeward.* — *a.* On the side toward the windward. — *adv.* Toward the wind.

wind'y (wĭn'dĭ), *a.* [3] **1.** Consisting of wind; accompanied or characterized by wind; swept by wind. **2.** Flatulent. **3.** Bombastic; boastful. *Colloq.*

wine (wīn), *n.* **1.** The fermented juice of grapes. **2.** The fermented juice of any fruit or plant, used as a beverage. — *v. t. & i.* [1] To supply or treat with wine, or to drink wine.

From Webster's Shorter School Dictionary. Copyright, 1914, by G. & C. Merriam Co., Springfield, Massachusetts. Used by permission.

Which spelling rule is followed in this lesson? Does it cover every word?

43	caused	covered	disposed	obliged
	proved	devoted	provided	changed

44	guard [1]	rough	forced
	carefully	power	umbrella
	nation	judge	effort

The soldiers are now on guard duty.
They carefully guard the nation.

45	benefit	frozen	nation
	journey	haul	guard
	property	weather	carefully

What benefit can you get from it?
a long journey private property

What does *er* mean in these words? Which ones drop *e* before the suffix?

46	worker	officer	seller	manager
	server	booster	builder	publisher
	speaker	teacher	laborer	reporter

Use of the Breve[6]

Turn to the dictionary page. Pronounce the first word in the second column (wince). Notice how its pronunciation is explained (wĭns). Is the vowel *i* long or short? How is it marked? This mark, called a breve, shows that the vowel is short. If the breve were not placed over the *i* we might think that the final *e* caused the *i* to be long and thus we should mispronounce the word. When a vowel has a short sound the dictionary places a breve (˘) over it. This mark is especially needed if without it you would be apt to mispronounce the word. Do you see a need for the breve in the words of the next lesson?

Write the following words as you review them, marking the short vowels with a breve. Do not mark the silent vowels.

have	thread	give	young	**47**
plaid	meant	live	rough	

The girl wore a plaid dress.
The young man was very rough.

As you prepare to spell these words decide which vowels need marking with a breve:

pleasant	wealth	meadow	build	**48**
feather	friend	guess	bade	
weather	spread	touch	guilt	

Review these words and learn to write their abbreviations:

49	pint = pt.	inch = in.	peck = pk.
	quart = qt.	foot = ft.	bushel = bu.
	gallon = gal.	yard = yd.	barrel = bbl.

50	cigar	journey	benefit
	headache	sauce	fault
	hoarse	property	quote

He is hoarse and has a headache; yet he asks for another cigar.

Dictionary Exercise

Arrange the words in lessons 41 and 42 in alphabetical order; then place the following words in that list as you study them:

51	cottage	notice	shoulder

52	animal	headache	hoarse
	growth	feather	ruin
	weight	rough	cigar

The growth of that animal has been rapid.
Have you heard his weight today?

Turn to the dictionary page on page 13. In the words *willing* and *window* which syllable do you pronounce with more force? Notice the mark (′), called *accent mark*, used to show which syllable should be accented.

Write these words, and place the accent mark where you think it belongs:

meadow	machine	select	pleasant	**53**
submit	express	enroll	address	
animal	repeat	recess	lonesome	

Show the accent as you pronounce these words:

debating	providing	furnishing	requesting	**54**
offering	regarding	forwarding	explaining	

Name the prefixes. Are they accented?

arrive	confine	advice	contain	**55**
arrange	refine	advise	obtain	

He arrived in time to arrange matters.

section	bushel	notice	**56**
acre	shoulder	growth	
rye	weight	animal	

This section of rye contains six hundred and forty acres.

The Use of the Macron[6]

On your dictionary page look up the word *wind.* Notice the straight line above *i* (*wīnd*) where the pronunciation is explained. In the sentence *Wind the clock,* the *i* in *wind* is long, yet there is no silent vowel to tell you so; thus the mark over *ī,* called a *macron,* is helpful. See Book One, page 32.

The next word on the dictionary page is *wind.* In the sentence *The wind blows,* a breve over *i* is not really needed, as we expect the short sound of the vowel when no silent vowel is present. Yet the breve over *i* (*wĭnd*) where the pronunciation is explained makes us sure.

Key words. Notice the words across the bottom of your dictionary page. They are called key words. The vowels in these words are marked to show their pronunciation. Vowels in other words marked the same way are pronounced the same. For example, the *i's* in *windpipe* are marked *wĭndpīpe.* If you did not know the meaning of the breve over *i,* you would look up *ĭll* among the key words. If you did not know the meaning of the macron over *i,* the key word *īce* would tell you.

Decide whether the long vowels in these words need a macron. Why is the macron helpful?

57	fright	steal	cloak	child
	bass (voice)	forth	worn	stroll
	bleed	grown	blind	waist

The *o* in the prefix *con* sounds nearly like short *u* except in words accented on this syllable. Find these words in your dictionary. Where is the accent mark (′) placed? What does the accent show? Where is the accent placed on the other words? Pronounce the *o* in them.

con′duct	convince	contained	condition	58
con′tract	consider	concluded	continue	

I should like to continue the contract.

Use of *either, or*; *neither, nor*

Guess these riddles. Your teacher will read them to you for a dictation lesson. Write one of your own and bring it to class. Be sure to spell all the words correctly.

I am neither round like an orange nor square like a box. Boys blow me up tight as a drum. Then I either bounce or roll the wrong way. What am I? 59

In shape I am like a ball. My cheeks are often red. Look for me in fruit-store windows. No, I am neither an orange nor a pear. I have two dimples. I am either an apple or a peach. Which am I?

Review of Words containing Broad *a*

cause	straw	shawl	haul	60
stall	sauce	stalk	lawn	
crawl	chalk	fault	talk	

61 comfort	rye	common
company	prompt	acre
comply	section	forth

Do you expect company to breakfast?
Comply with my wishes.
solid comfort

Use *Will you* or *Do you* before each word; thus, *Will you apply? Do you suppose?*[7]

62 oblige	perform	apply	suppose
object	prepare	appoint	support

These words need special study. Does *gh* help in the pronunciation?

63 naughty	daughter	though	through
taught	caught	although	thought

He thought only of his daughter.

Do you hear the sound of *a* in these words? When so pronounced *a* is said to be obscure.

64 instant	vacant	local	total
servant	constant	loyal	final

a vacant lot a loyal friend

Forming the Plurals of Words

Plurals are words meaning more than one. We must be careful not to make mistakes when writing plurals. Generally add *s* to the singular, but sometimes add *es* to make the pronunciation easier. Is *es* an added syllable?

writers	chores	reaches	addresses	**65**
artists	watches	bridges	oysters	

Oysters are good to eat in the winter.

Change *f* or *fe* to *v* before adding *es*:

wolf	thief	knife	calf	**66**
wolves	life	loaf	wife	

The thieves have taken two calves.

Generally change *y* to *i* before adding *es*:

supply	quality	duty	factory	**67**
supplies	qualities	copy	company	

But if *y* is preceded by a vowel, it remains unchanged and only *s* is added:

alley	turkey	valley	monkey	**68**
alleys	turkeys	chimney	donkey	

69	course	company	knives
	service	either	comfort
	signal	comply	neither

Are you in the signal service?
Of course you are enjoying it.

Who can tell what these names represent? Which words begin with capital letters?

70	township		United States of America	
	county	village	country	nation

Most townships are six miles square.

71	question	service	appoint
	average	servant	advise
	proof	signal	course

State the question; give the proof.
Your work is above the average.

Words of opposite meanings are called antonyms. What are homonyms?

72	forward	former	liquid	remember
	backward	latter	solid	forget

Water is a liquid; wood is a solid.

A Mid-Year "Spelldown"

breathe	total	behalf	honest
through	weight	laughter	builder
advance	meadow	pleasant	constant
refuse	hoarse	breakfast	freight
benefit	bushel	measure	average
cripple	praise	cousin	addition
machine	proof	feather	speeches
barrel	animal	manager	lonesome
naughty	severe	promise	abstract
beneath	acre	appoint	journey
orchard	growth	daughter	carefully
turkey	admire	wolves	instant
wealth	rough	choice	servant
America	vault	comfort	cottage
police	vacant	monkeys	straight
company	signal	surprise	headache
primary	eighth	villages	regretful
thieves	answer	placed	syllable
lawyer	effort	garment	exposed
remark	tough	officer	although
guessed	guard	lettuce	shoulder
stroll	coarse	another	therefore
served	spread	arrange	doughnut
beauty	island	perform	property
advice	violin	question	stronger
figure	style	neither	muscle
expert	noisy	service	oysters

Learning to Spell from the Dictionary[6]

Suppose that you want to use the word *sieve* in your composition and are not sure whether *i* comes before or after *e*. Go to your dictionary to find out.

First open the book as near as you can to the place where words beginning with *s* are found. Perhaps the *guide words* at the top of this page begin with *r*. Since *s* follows *r* in the alphabet, turn the leaves at the right until you find a *guide word* beginning with *s*. Look for guide words between which *sei* will fall. Glance along the columns of words on that page until you come to the word *seize*. If the word you want isn't just above it, the spelling must be *sieve*.

To make sure, turn the leaves on to some guide word beginning *si*; a little farther on you should find *sieve*, and then you may be sure that that spelling is correct.

73 **Is *acre* spelled with *c*? How about *Kodak*? Is *ie* correct in *friend*? Has *apricot* but one *p*? Look them up in a dictionary.**

74 **Why is *guide* spelled with an *e* and *guiding* without an *e*? Find the rule on page 177 and write it together with five other examples.**

Why is *carry* spelled with a *y* and *carried* without a *y*? Find the rule on page 177 and write it together with five other examples.

Name these prefixes. Are they syllables?

refund	regard	decline	abstract	**75**
refuse	recover	detail	absence	

abstract numbers — refuse to go
refund the money — decline the offer

orphan	average	accept	**76**
parent	liquid	solid	
court	question	proof	

A child with no parents is an orphan.
The court often finds it a home.

Review, then spell after adding *ed*. In which two is *ed* a spoken syllable?

delay	answer	visit	perform	**77**
order	inform	adopt	recover	

adopted an orphan — informed the court

Review, then spell after adding *ing*:

remember	study	wear	contain	**78**
entertain	suffer	wonder	return	

entertaining company — studying French
wondering about it — wearing glasses

79	mischief	orphan	absence
	instead	latter	parent
	nephew	court	thought

My nephew is up to some mischief instead of studying his lessons.

80	college	bass	answering
	avenue	nephew	instead
	station	mischief	weary

Are you ready to go to the station?
The college is on Eighth Avenue.

Words heard at school. Use in sentences:

81	absent	recite	reward	explain
	present	dismiss	punish	excuse

The teacher will not punish me if I bring her an excuse.

Objects in the home. Describe one of them.

82	range	curtain	cupboard	library
	piano	lounge	stairway	furnace

Build a fire in the grate; the furnace smokes.
It is too cold in the library.

Words ending in *age*. Note two *b's* in *cabbage*, one *n* in *manage*, one *m* in *damage*.

cabbage	package	usage	manage	83
bandage	postage	damage	voyage	

good usage letter postage

In these words pronounce *al* as in *all*:

always	also	altar	altogether	84
almost	alter	already	although	

alter means change a church altar

control	former	instant	85
automobile	college	station	
mountain	avenue	absence	

The mountain road was very steep.
He lost control of the automobile.

Nouns ending in *y*. Which one has no plural? Spell the plurals of the others.

agency	grocery	family	salary	86
plenty	property	remedy	laundry	

a laundry agency the family grocery

87	butcher	support	automobile
	standard	arrive	mountain
	scales	control	weighing

The butcher shop is beyond the grocery.
A standard scale is used for weighing.

88	diamond	standard	agency
	valued	altogether	butcher
	famous	scales	altar

In the next window is a famous diamond valued at a thousand dollars.

Can you find three ways of pronouncing *ed* in these words?

89	finished	intended	returned	forwarded
	confined	outlined	reported	explained

Notice here that *ing* means *continuing*, and that *ed* means *finished.*

90	entered	enjoyed	included	improved
	entering	enjoying	including	improving

The sick person is improving.
Today he enjoyed his breakfast.

A word ending in *ly* usually answers the question How? or When?

properly	recently	willingly	perfectly	**91**
rapidly	slightly	honestly	promptly	

When did you come? I came recently.
How did you come? I came willingly.

Dictionary Exercise

Take your small dictionary and see how quickly you can find the following words. Use each correctly in a sentence:

degree	coy	perk	quote	**92**
utmost	fine	swell	awful	

education	famous	remedy	**93**
normal	salary	diamond	
principal	valued	although	

My sister has a normal-school education.
She is now principal of a school.

Can you separate these words into syllables? Which two words are accented on the first syllable?

prepaid	furnish	addition	vacation	**94**
consist	surface	attention	location	

Dictionary Exercise

Look for the word *ask* among the key words on the dictionary page. Notice the dot above the *ȧ*. Pronounce this sound of *a* with the tongue slightly farther back than when pronouncing *a* in *am*.[8]

Pronounce these words as marked. What is the key word for this sound?

95	glȧnce	ȧfternoon	mȧster	wrȧth
	brȧnch	chȧnce	bȧsket	chȧnt

May I glance at the afternoon program?

Pronounce *o* in these words like *o* in *sȯn*. The dictionary often respells words containing this sound of *o* (*sŭn*).

96	spȯnge	toŭched	smȯther	anȯther
	shȯvel	wȯnderful	lȯvely	coŭntry

Have you another sponge to lend me?
One will not smother in the country.

97	direct	discover	display
	directed	discovered	displayed
	directing	discovering	displaying

discovered the cause displayed goods

modern	education	normal	98
aware	touched	sponges	
method	smother	principal	

Modern methods in business are better.
I was not aware of the many changes.

Dictation Exercise: a Description

A CHUBBY GOOD-NATURED BOY

The boys call me "Slim," but they mean just the other thing. Father says I am his little tub, but mother comes to my rescue with the remark that I never lose my temper. Who am I? 99

Composition Exercise[9]

Write about yourself in a few brief sentences without giving your name. Use words that will describe yourself. The class will enjoy guessing who the writer is. Be careful not to misspell a single word. Try to make your description as bright as the one above. 100

Use each word and its homonym in sentences:

seam	meet	there	break	101
groan	knot	right	heal	
threw	raise	guest	heard	

How does the suffix *ly* change final *y*? Name other endings that change *y* to *i*.

102	ready	steady	easily	hastily
	readily	steadily	busily	heavily

Pronounce these words before *ed* is added. Spell them as here given.

103	married	hurried	occupied	applied
	carried	worried	satisfied	supplied

occupied a seat
married women

supplied the oil
easily satisfied

104	transfer[1]	method	modern
	bother	shovel	wrath
	seldom	chance	aware

Do not bother with a transfer.
We seldom have need for one.

105	spirit	bother	slightly
	prayer	touched	transfer
	Christian	direct	seldom

Christian religion

the prayer spirit

minister	carried	spirit	106
worthy	busily	altar	
services	prayer	Christian	

That minister is a very worthy man.
I have often attended his services.

Explain the use of the accent mark (′) in these words. Show the accent in your pronunciation. Use each word in a sentence.

in′ter est	con ven′tion	im por′tant	107
ad van′tage	dic′tion ary	u′ni form	

theater	worthy	closing	108
search	heavily	minister	
parcel	services	married	

He lost a parcel in the theater and has gone to search for it.

Do you need to look up these words in the dictionary to tell where the accent belongs?

domestic	dependent	production	companion 109
popular	different	accomplish	promotion

A popular production is at the theater.

Test yourself on these words:

110

wrote	women	usual	lying
raise	minute	their	often
every	straight	ease	whose
money	cellar	knew	would
loose	beginning	idea	sugar
among	answer	piece	though

Spell these words from the Ayres Scale. See Introduction.

111

provision	empire	liberty	duty
department	estate	capture	navy
population	escape	aboard	jail

Review Exercises

112 **Make believe that you are a teacher who is preparing a list of words for an examination. Select from page 23 the twenty words most difficult for you. Write them in sentences, then hand the list to your teacher for a class test.**

113 **Review the words in large type on the ten preceding pages. Point out any hard spots in them. Have a sentence ready to show the meaning of each word. Group the words of one syllable together. Do the same for two-syllable and three-syllable words.**

Which word means *money? entirely? large? the top of a mountain?*

grate	sense	peak	holy	114
great	cents	peek	wholly	

common sense Christ is holy

Look among the key words of your dictionary page for the word *arm*. **Notice the two dots over** *ä*. **This sound of** *a* **is generally followed by** *r*. **Pronounce the following words, and tell how to mark the** *a*:

carpet	article	regard	garment	115
partake	argument	bargain	parcel	

bargain sale strong argument

Add *ment* **to each of the four words at the right. How does it change the meaning?**

shipment	movement	treat	settle	116
payment	pavement	state	deport	

Make sentences from these word-groups:[6]

a bad condition	keeping accounts	117
letter carrier	careful selection	
furnished rooms	a good reputation	

118	period	search	theater
	capital	cellar	parcel
	hyphen	control	consider

Do you always use the period, the capital letter, and the hyphen correctly?

Compounds to use in sentences:

119	breakfast	nevertheless	lawsuit
	ourselves	workmanship	fourfold
	inasmuch	housekeeper	friendship

Is the last consonant in each word doubled before adding the suffix? Why? Study the four words at the right. Where is the accent placed?

120	fitted	stopped	beginning	committed
	fretted	shipped	forgotten	excelled

How is *ed* pronounced at the ends of these words? Write three words in which *ed* is pronounced *t* and three in which *ed* is an added syllable.

121	supposed	refused	procured	arranged
	supplied	arrived	prepared	surprised

He stopped and handed her a paper.

Watch out for the endings *el* and *al*:

gravel	level	musical	general	**122**
travel	channel	natural	several	

Note the two n's in channel.
The letter v is not doubled.

Show the syllables and the accent:

manner	pattern	suffer	collect	**123**
winner	commence	differ	correct	

a dress pattern correct the mistake
Spell commence with a final e.

Which two words double the consonant before the suffix? Which contain *i* like *ē*?

beginning	machine	meant	arrived	**124**
occurred	instead	police	practice	
choosing	promise	salary	mischief	

Practice makes perfect. Keep promises.

studied	period	fretted	**125**
cartoon	beginning	capital	
feature	hyphen	commence	

He studied the cartoons every day.
Look up feature in your dictionary.

Watch the ending *ar*. It sounds like *ur*.

126	liar	beggar	scholar	popular
	sugar	grammar	burglar	regular

The burglar proved to be a scholar.
Grammar is not on my regular program.

Watch the ending *or*. In sound it is like *ur* if unaccented.

127	razor	odor	humor	neighbor
	valor	tenor	factor	director

school director prime factor

Composition Exercise

Write sentences illustrating the truth of these proverbs:

128
"A new broom sweeps clean."
"Two wrongs do not make one right."
"Never spend money until you've earned it."
"Make haste slowly."

129	reduce	conclude	prevent
	reduced	concluded	prevented
	reducing	concluding	preventing
	reduction	conclusion	prevention

Use the first six words in phrases. Is the middle consonant doubled? [10]

panic	comic	music	public	130
civic	magic	topic	picnic	

The picnic grounds are open to the public.

Look out for the ending *in*. In which three words is *i* obscure? See lesson 64.

cabin	basin	napkin	violin	131
robin	muslin	cousin	raisin	

muslin for a dress raisin pudding

Note the three ways to pronounce *ed* as in *handed*, *asked*, and *called*.

used	quoted	clothed	reduced	132
skated	figured	profited	guessed	
agreed	decided	crippled	frosted	
urged	allowed	smoothed	crowded	
filed	raised	debated	entered	

REVIEW EXERCISE. WORDS THAT END IN *r*

differ	razor	factor	burglar	133
altar	liar	beggar	scholar	
humor	valor	suffer	winner	
sugar	color	victor	leather	

134 enough	studied	feature
sour	comic	scholar
vinegar	humor	cartoon

This vinegar is very sour.
A little will prove to be enough.

Composition Exercise

135 **Write a letter to a classmate who is out of school, telling him in a bright and interesting way of the good times you are having at school. You might speak of the Friday afternoon concert, the class games, and the "spelldown." Show him that you are a better speller than he.**

Note that *o* is obscure in these endings. Which two words end in *ion*? See lesson 64.

136 season	bacon	poison	cushion
reason	person	dragon	fashion

He tried to poison the dragon.

Which word pertains to government?

137 civil	tonsils	booklet	benefit
devil	pencils	bracelet	deposit

civil service
sore tonsils
lost a bracelet
bank deposit

In these words *a* has the sound of short *o*. Some dictionaries mark this sound of *a* with one dot below (*wạd*); others respell the word (*wŏd*). Notice that *a* follows the sound of *w*. [8]

wander	squash	waffles	quality	**138**
washing	whatever	swallow	quantity	

The waffles were of the best quality.

The vowels *o* and *u* have the sound of short *oo* (*foot*) in these words. The dictionary puts one dot below the vowel to show this (*wọlf*, *pụt*) or respells the word.

wọlves	bụshel	bụllet	pụdding	**139**
wọman	pụlley	pụlpit	bụtcher	

Do you know how to use a pulley?

Which words end in *on*? in *in*?

soften	muslin	cushion	person	**140**
season	cousin	napkin	burden	
basin	poison	driven	fashion	
beaten	chosen	bacon	stolen	

Written Exercise

Make believe that you are the boy mentioned in lesson 135. Answer the letter called for, telling why you are out of school, what you are doing, and when you hope to return. Thank your friend for his interest in you. Show him that you can spell as well as he. **141**

142

prospect	formed	action	balance
neglect	perform	notion	silence

balanced scales
neglect of duty
a good prospect
a queer notion

143

sweater	vinegar	poison
earnest	violin	sour
view	enough	devil

In view of his earnest request, his father bought the new sweater.

Troublesome Words to be Reviewed[3]

144

apron	value	laughing	orphan
diamond	feature	mischief	choice
period	pretty	farther	awful
violin	raise	laundry	choose
flower	wrath	biscuit	cousin
leaves	spirit	building	enough
orange	worthy	grammar	fault
search	accept	straight	court
theater	scholar	vinegar	women
hyphen	parent	captain	sour

Divide these words and mark the accent:

pattern	personal	burden	information	**145**
normal	promotion	pardon	intention	

deserved promotion
a personal letter
heavy burden
good intentions

The open syllable has which vowel sound?

student	climate	elected	refer	**146**
cement	private	election	remit	

delightful climate
private office
election returns
remit the balance

Which word means *the feet of an animal*? *a short stop* or *rest*? Use the other words in sentences:

billed	paws	allowed	break	**147**
build	pause	aloud	brake	

Use these word-groups in sentences: [5]

an awful sight
finding fault
a total failure
delivery wagon
a healthy person
giant gunpowder
toward the north
the farther building

148

A Year-End "Spelldown" [11]

saucer	sermon	explain	wonderful
valued	enough	bandage	describe
nephew	seldom	already	formerly
almost	salary	smother	afternoon
nickel	absence	channel	favorite
remedy	diamond	feature	favorable
method	instead	bruised	neighbor
search	bargain	serious	automobile
excuse	control	dismiss	improving
manage	butcher	enjoyed	vacation
normal	present	consist	forgotten
rescue	touched	theater	education
period	reprove	musical	complete
parcel	balance	capital	mountain
avenue	recover	earnest	practice
busily	furnace	believe	mischief
beggar	surface	grocery	delivery
scales	college	hurried	interest
punish	general	laundry	procured
agency	subject	furnish	including
modern	require	central	services
obtain	grammar	product	minister
voyage	average	steadily	business
famous	cushion	although	abstract
orphan	cement	valuable	question
French	deserve	vinegar	Christian
utmost	lawsuit	liquid	scholar

Standard Test for Fifth Grade[12]

Children of the fifth grade spelled these words with an accuracy of 66 per cent at mid-year. You should be 100 per cent accurate at the end of the year. Are you?

taste	parent	confused	addition
ankle	pastor	condition	advising
alley	worthy	desired	concluded
whose	refund	director	attention
booth	seldom	expected	dependent
cigar	select	February	education
crew	seller	forenoon	explaining
guide	service	hurried	forgotten
fault	studied	included	forwarded
hasn't	tanning	locating	gentleman
effort	toward	minister	handkerchief
manner	violin	neighbor	convention
method	believe	popular	automobile
ninth	colored	instant	companion
piece	collect	prepaid	advantage
queer	consist	prepare	addressed
trial	furnace	private	remained
using	general	promise	surprised
arrive	grocery	promptly	recently
forced	fortune	refused	remembering
growth	failure	supplied	therefore
avenue	entered	tickled	wondering
burden	curtain	watched	information
modern	healthy	wearing	promotion
parcel	hyphen	constant	important

SIXTH GRADE

In the fifth grade you learned to find words in a dictionary and learned some of the marks which enable you to pronounce words correctly.

This year you will learn many new words and how to use them correctly when speaking and writing. The dictionary will help you. It will teach you three things about a word — its spelling, its correct pronunciation, and its proper use. Form the habit of frequently consulting a dictionary. Don't be satisfied with a spelling or a pronunciation or a use of a word about which you are not certain. Go to the dictionary. This practice will improve your spelling, your pronunciation, and your use of words. Make this a banner year in the improvement of your English.

Arrange these words in alphabetical order as you review them. Look up in the dictionary the words in the last column.

1	gravel	butcher	further	domestic
	account	freight	captain	standard
	narrow	clothing	laundry	procured
	beneath	average	leaves	maintain
	fabric	concert	neighbor	constant

Syllabify these words as you review them. Remember that a short vowel calls for a closed syllable:

careless	panic 2	obtain	cabbage 3
pardon	ironing	avoid	balance
operate	destroy	towel	perfume
success	animal	sweater	neither
inclosing	either	select	easily
library	silence	simply	fashion
example	cushion	eager	favorite
question	entry	earnest	although
product	powder	shipped	mischief
splendid	period	punish	surprise

Give each vowel a long or a short mark after copying these words. Draw lines through the silent vowels:

promote	reduce	prevail	district 4
describe	ninth	problem	recess
basement	quote	copies	benefit
disgust	vary	intended	threaded
ninety	valued	exciting	utmost

Dictionary Review

It will be well at this time to re-read pages 12, 15, 17, 18, 24, 30, 35, and 41 of the preceding grade in order to review the dictionary work. This will prove helpful in relating these lessons with those that are to follow in this grade.

ABBREVIATION EXERCISE

5

Captain = Capt.	President = Pres.
General = Gen.	Superintendent = Supt.
Professor = Prof.	Rural Free Delivery = R.F.D.
Honorable = Hon.	Free on Board = f.o.b.
Reverend = Rev.	Collect on Delivery = C.O.D.

Make sentences illustrating the correct use of these words and their homonyms:

6

peace	write	pane	sense
steel	vary	tale	haul

Think of sentences for the two words at the left.

7

apply	applied	applying	application
allow	allowed	allowing	allowance

Her application for the position is filed.
She will be paid an allowance if chosen.

Can you state the rule for *ie*? for *ei*?

8

believe	believed	believing	belief
receive	received	receiving	reception

Can you find *lie* in believe?
Look for *cei* in receive.

Write a paragraph about a garden, using the following phrases:

straight rows	tomato plants	9
cucumber vines	currant bushes	
onion sets	celery seed	

film	describe	piece	10
camera	believe	received	
develop	allowed	celery	

There were six films in the camera.
It was interesting to develop them.

Word-Building Exercise

Add three different suffixes to each of these words:

dread	iron	pleasant	secure 11
board	limit	prospect	plain

The boarder spoke very pleasantly.

injure	camera	library	12
courage	neither	success	
vision	develop	film	

clear vision strong courage
Do not injure your eyes in a poor light.

Separate the prefixes from the root part of these words:

13

repair	excite	convince	enter
result	except	continue	enroll

The result of our tramp is that my shoes must go to the repair shop.

Try to explain these prefixes:

14

intrust	attend	propose	inquire
invest	attack	produce	install

He proposed that we invest the money.
But we would not intrust it to him.

Written Exercise [9]

15 **Write a letter to a friend. Perhaps you will want to tell him about the games you have been playing, or the books you have been reading, or something exciting that has happened. The class will decide whose letter is the most interesting.**

Exercise in Proper Names

16 **What are the names of the states in the Union which you find are hardest to spell? Make a list of the ten most difficult to spell, for this lesson. You will find the names of all the states and their abbreviations on page 176. Bring your list to class.**

nature	sense	although	17
human	courage	easily	
realize	vision	injure	

Do you realize how interesting nature study is?
Some animals seem almost human.

separate	realize	nature	18
unite	perfume	human	
couple	ninety	ironing	

Did you ever watch the trainmen separate, then couple the cars?

Couple means unite, or two of a kind.

Words built from other words are called derivatives.

increase	inquire	interest	19
increased	inquired	interested	
increasing	inquiring	interesting	

Spell a derivative from each of these words:

presume	proceed	attain	accept	20
prevail	succeed	attempt	except	

He presumed that she had succeeded.

Review lesson 58, page 19. You will find an accent mark over one syllable in each of the longer words found in the dictionary. As you know, it tells us to speak a syllable with added force. Accent also changes the sounds of some vowels. Study the words *odd* and *connect* among the key words of your dictionary page. Pronounce the words. *Odd* contains short *o*, but notice the peculiar type of *o* in *connect*. *O* is here *obscure* and has a sound approaching that of short *u*. If that syllable were accented, the *o* would be short instead of obscure.[13]

Study the *o* in these action words:

21	con nect′	con firm′	con sult′	con cern′
	con sist′	con sent′	con fess′	con tain′

In the following words *o* is short because the accent is on the first syllable; they are name words:

22	con′test	con′flict	con′vict	con′cord
	con′duct	con′trast	con′cert	con′tent

Pronounce the following words. Notice the change in syllabication caused by accent.

23	pres′ent	prod′uce	reb′el	rec′ord
	pre sent′	pro duce′	re bel′	re cord′

Record the pupils' names in the school record.

Write this quotation from memory. Tell the class in your own words what it means to you:

If a man write a better book, preach a better sermon, or make a better mousetrap than his neighbor, though he build his house in the wilderness the world will make a beaten path to his door. — EMERSON **24**

nervous	unite	currants	**25**
certain	belief	couple	
cashier	separate	steal	

The cashier seemed very nervous today.
I feel certain that something is wrong.

appoint	require	invest	**26**
appointed	required	invested	
appointing	requiring	investing	
appointment	requirement	investment	

He required me to invest all my funds.

Pronounce each word in two ways; use in sentences:

bow	wind	close	read	**27**
row	lead	tears	live	

Don't close the door; the room seems close.

The consonant does not double before the suffix, because the accent is not on the last syllable. Place the accent.

28	travel	traveler	traveling	traveled
	shovel	shoveler	shoveling	shoveled
	counsel	counselor	counseling	counseled

Add the suffixes *ed* and *ing* to each of these words. Should the final consonant be doubled? See page 177.

29	par′don	en′ter	ren′der	can′cel
	re mit′	oc cur′	re port′	re peat′

Look up the word *water* in a large dictionary. Notice that the *a* is marked with two dots below (*a̤*). You will find *all* so marked in the key words. This tells you that *a* in *water* has the same sound as *a* in the key word *all*. In the following words *a* has the same sound.

Pronounce and write these words; then put two dots under each *a*:[14]

30	cause	saucer	automobile	August
	fault	quarter	awful	author

Two other vowels, *o* and *u*, are given the same mark (*o̤*, *ṳ*) when having the sound of long *oo* (*too*), or the word is respelled. Pronounce and spell these words:

31	lo̤se	pro̤ve	yo̤uthful	gro̤uped
	ro̤ute	frṳit	trṳthful	brṳised

In which words was a letter dropped or added before the suffix *ed*?

destroyed	attended	referred	obtained	32
increased	procured	excited	protected	

He has procured a new automobile.

Learn to spell these words; then describe your favorite automobile so well that your classmates can guess its name.

motor	radiator	cushions	enamel	33
sedan	brake	clutch	touring	

The enamel on my new sedan is marred.

Which three words drop *e* before the suffix?

payable	suitable	favorable	comfortable	34
lovable	salable	valuable	agreeable	

The automobile is not very valuable, but it is suitable and comfortable.

Spell the plurals of four of these words:

dairy	granary	healthy	slippery	35
diary	liberty	safety	justify	

How can you justify these liberties?

Notice the dots over *ä*. Find the key word on page 13. Practice the pronunciation of these words:

36	heärt	cälmly	psälm	äunt
	heärth	cälves	läugh	fäther

He sat by the hearth reading a psalm.

The vowel *i* has the same mark (ï) when sounded like long *e* (machïne). Some dictionaries respell the word (machēn).

37	valise	machine	gasoline
	police	ravine	machinery

The machine is out of gasoline.

a leather valise a deep ravine

Find in the following list of words every vowel sound you have learned to mark:

38	halves	harvest	39 grandma	item
	wonder	palms	brother	insert
	enough	healthy	handsome	valise
	destroy	entitle	harmless	ledge
	woman	gravel	shoulder	result
	prefer	signed	laughter	stayed
	wrath	youth	fuller	bother
	moved	vault	washer	perfume

heir	nervous	confirm	40
million	install	certain	
future	cashier	except	

He has fallen heir to millions.
In the near future he will build a college.

Note the double letters, except *x*:

exact	appeal	effort	assist	41
excess	appear	effect	support	

He made no effort to assist his mother.
She would not appeal to him for support.

Which are the derived words?[15]

correct	enroll	suggest	42
corrected	enrolled	suggested	
correcting	enrolling	suggesting	
correction	enrollment	suggestion	

One correction in the enrollment was suggested by the principal.

source	regular	actual	judge	43
course	register	usual	jury	

We began at the source of the river and followed its course many miles.

Words and phrases in common use are often shortened by leaving out some of the letters. These shortened forms are called contractions. See whether you can shorten these phrases correctly. Remember the apostrophe.

44

was not	you would	had not	were not
we have	does not	could not	received

Can you find and explain five ways for adding suffixes illustrated in this lesson?

45

refer	referred	referring	reference
satisfy	satisfied	satisfying	satisfaction
exert	exerted	exerting	exertion

46

transit	future	attain
system	heir	friendly
special	million	convince

We rode on the rapid-transit system.
There was a special car for our party.

Write phrases, using a suitable verb with each of these adverbs: thus, *drive carefully*.

47

lovingly	strictly	carefully	constantly
formerly	exactly	correctly	certainly

Do you see a difference in the meaning of these pairs of words? Can you express it? Use a dictionary; see page 62.

whole	uncertain	deserved	premium	**48**
entire	doubtful	merited	reward	

It is doubtful who deserved the reward.

Ownership is shown by adding apostrophe and *s* (*'s*) unless the noun is a plural ending in *s*, when only the apostrophe is added. Explain the following as you spell them:

sheep's	Joneses'	lady's	children's	**49**
James's	monkeys'	kitten's	enemies'	

How many monkeys and how many sheep?

First add *ful*, then *less*, to each of these words and spell rapidly:

hope	thank	harm	doubt	**50**
pain	faith	care	thought	

Doubtless he seemed very thoughtful.

opinion	transit	presume	**51**
hesitate	concern	proceed	
issue	special	system	

I hesitate to give an opinion on the issue.

Related words to use in sentences:

52	resulted	library	ideal	fullest
	resulting	literary	idea	fulfill

I will fulfill my promise to you, no matter what the result may be.

53	talent	issue	onions
	lecture	cashier	opinion
	ability	hesitate	cancel

He surely has a talent as a lecturer.
How I wish I had his ability!

What ending changes *oblige* to *obligation*? Which is a verb? a noun?

54	oblige	obliged	obliging	obligation
	except	excepted	excepting	exception
	operate	operated	operating	operation

Illustrate the use of each of these terms as applied to some object:

55	length	depth	breadth	surface
	width	height	weight	volume

The length is six feet, the breadth two, and the height three. Find the volume.

poetry	talent	bargain	56
literature	ideal	ability	
prose	lecture	argument	

Some say that poetry is the more beautiful literature, but I prefer prose.

These prefixes mean *not*. Put *not* before each word in place of the prefix to test them:

dishonest	incomplete	improper	disobey	57
impossible	unexpected	uncivil	indirect	

The dishonest act was unexpected.

Show completed action of these verbs by adding *ed*. Which word doubles the final consonant?

rebel	disgust	continue	incline	58
obtain	publish	express	follow	
notice	require	exhibit	secure	

Phrases to use in Sentences [5]

outside influence	reference library	59
special attraction	yours respectfully	
clear explanation	fresh strawberries	
formal reception	republican candidate	

Learning Meanings from a Dictionary[6]

Review page 24. Find the word *policy* in the dictionary. Its meaning you probably do not know. After opening the book as near to a *guide word* beginning with *p* as you can, find the page where the two *guide words* will fall on either side of *poli*. On this page *policy* will be found.

Select the meaning for *policy* that will best fit its use in the sentence "*Honesty is the best policy.*" Can you substitute another word for *policy* without changing the meaning of the sentence? How would *practice* do? What about *plan*? Which is better?

60 Write in a short paragraph your understanding of the above quotation after studying *policy* in the dictionary.

It is often necessary to try several times before finding just the right explanation for a word. Look up the following words and write a definition for each:

61 bargain	series	ideal	progress
fertile	vision	item	century

Pronounce each word and describe the mark used to show the pronunciation:

62 sŏlve	pāstīme	shȯved	sĕdăn′
buĭlt	sȳstĕm	plăid	pärtner
remo͝ve	beca͝use	wąsher	bu̇tcher

Add *ly* to change an adjective to an adverb.

direct	directly	absolute	absolutely	63
evident	evidently	regular	regularly	
silent	silently	cheerful	cheerfully	

hospital	wholly	prose	64
patient	cushion	literature	
medicine	poetry	volume	

The patient was taken to the hospital; he needed better care and medicine.

introduce	subscribe	graduate	65
introduced	subscriber	graduating	
introduction	subscription	graduation	

The lecturer was introduced to the graduates after the address.

telephone	central	telegraph	message	66
receiver	busy	telegram	wireless	

Take down the receiver, call central, and telephone a message to the telegraph office.

Word-Building Exercises

Notice the change in meaning caused by a prefix.[15]

67

prove	to make certain
improve	to grow in value
reprove	to criticize or correct
approve	to commend or praise
disprove	to show to be false

Build words similarly to show different meanings for the roots: ***take, tend.***

Changes in meaning are also shown by adding suffixes.

68

employ	to hire or engage
employer	one who employs
employed	busy, occupied
employing	engaging others
employment	work, business

In like manner build four words on each of these roots: ***publish, value.***

Oral Exercise

Spell these "demons" aloud, stressing the hard spots:

69

motor	suggest	beginning	allowed
sense	stopped	certainly	grammar
coarse	cushion	received	choosing
nickel	succeed	evidently	practice

Dictation Exercise

The Thirtieth of May is observed as Memo- 70
rial Day in memory of the soldiers and sailors
who fought in the great war to save the Union.
The Fourth of July is Independence Day.

manual	medicine	source	71
data	appeal	patient	
exercises	hospital	referred	

The manual contains all the data and gives an outline of the exercises.

compose	complain	composer	72
composed	complained	composition	
composing	complaining	complaint	

His composition states the reasons for filing the complaint with the teacher.

Find the doubled letters. Are they hard spots?

approved	approving	purchase	director	73
occupied	occupation	purchased	direction	

For a time the director occupied this office.

We must not make mistakes with *ed* suffixes; they are in almost constant use.[16]

74	75	76
arranged	justified	resigned
examined	weighed	limited
involved	procured	described
enrolled	advised	installed
balanced	measured	charged
completed	favored	credited
related	expired	considered
submitted	convinced	produced
followed	neglected	figured
crowded	appointed	regretted
appeared	separated	struggled
supposed	corrected	extended

Rules for Spelling Words in *ed*

77 **Drop final *e* before adding *ed*: *liked.***

Change final *y* to *i* before adding *ed*: *copied.*

Double the *one* consonant following a single vowel in monosyllables and final accented syllables before adding *ed*: *canned, permitted.*

Rules for Pronouncing Words in *ed*

After *t* or *d*, *ed* is pronounced as a separate syllable: *handed, gifted.*

After a voiced letter, except *d*, *ed* is pronounced *d*: *learned.*

After a voiceless letter, except *t*, *ed* is pronounced *t*: *wished.*

Look up the word *scare* in your dictionary. Notice the mark over the *â*. This sound of *a* occurs with *r* and a silent vowel, as in the key word *care*. Name the silent vowels in *ware* and in *chair*. *E* has the same sound and mark in *where* and in *heir*. Pronounce and spell these words: [8]

armchair	wherever	fairies	therefore	**78**
hardware	carefully	heiress	farewell	

Two other vowels, *o* and *u*, when followed by *r*, have the same mark. Mark *ô* and *û* before *r* in these words:

nursery	uniform	scornful	scorched	**79**
surgery	excursion	surround	formerly	

The children surrounded the nursery exhibit.

The vowels *e* and *i*, when followed by *r*, have the sound of *u* in *ur* and are marked thus: *ĕr*, *ĭr*. Write these words, marking *e* and *i*:

chirping	thirsty	infirm	differ	**80**
creamery	general	modern	service	

But if the *r* is doubled we usually find the short vowel preceding *r*.

borrow	narrow	merrier	sorrow	**81**
mirror	terror	carrier	harrow	

A Mid-Year "Spelldown" [11]

applied
arrived
college
crowded
decided
deposit
result
signed
largely
manager
musical
natural
operate
neither
whether
quality
receive
secured
exactly
expired
favored
limited
presume
prevail
proceed
canned
hauled

laid
lining
liquid
missed
patent
period
prayer
price
recent
refer
route
search
slight
accept
calves
choice
clothe
didn't
enroll
hadn't
humor
appeal
avoid
easily
notify
either
diary

advised
appeared
argument
bargain
convince
courage
enrolled
followed
lovingly
adjusted
attached
carrying
commence
consider
convince
couldn't
deserved
straight
honestly
maintain
procured
realize
reliable
separate
personal
medicine
salable

management
neglected
published
receiving
republican
satisfied
slippery
struggle
telephone
appointed
connected
pleasant
continued
prepared
correctly
described
studying
supplies
factories
accomplish
difference
importance
increased
interesting
selected
reference
literature

Long but Easy Words to Spell

independent	refreshment	consideration	82
relationship	advancement	transportation	
entertainment	manufacture	congratulation	

Refreshments were served at the noon hour.

Note the *a* in each of the last two words:

resident	confident	different	important	83
residence	confidence	difference	importance	

There is an important difference between resident and residence.

Prepare for the arithmetic examination:

fraction	numerator	multiplicand	84
decimal	multiplier	multiplication	
division	addition	denominator	
divisor	dividend	subtraction	

sandwich	attempt	enemies	85
salad	manual	formerly	
relish	data	exercises	

Put a relish in the sandwiches and prepare a salad for the picnic.

Discuss the formation of these plurals:

86	children	leaves	factories	shelves
	trenches	women	chimneys	knives

Several chimneys were blown off the factories.

87	drama	nervous	literary
	practicing	relish	course
	opera	sandwich	salad

The class is practicing for an opera, but I prefer a good drama.

Use the six adjectives with nouns:

88	discourage	generous	liable	junior
	encourage	numerous	durable	senior

Encourage the juniors, but do not discourage the seniors.

Make phrases to show that you know the meaning of the following words:

89	main	beech	four	mown
	mane	beach	fore	moan

the horse's mane
the main street
the beech tree
the sandy beach

Write about some ball game you have witnessed, taking care not to state which kind, but leave the class to guess from your description. Use such words as *foul*, *umpire*, *official*, *penalty*, *score*. 90

We generally spell the ending *shun* *t-i-o-n*.

mention	action	regulation	convention	91
motion	section	reputation	condition	

What are the regulations for the convention?
motion picture good condition

Pronunciation Exercise

Watch out for *br* in library, *s* like *z* in blouse. Use the dictionary for the other words.

been	twelfth	blouse	library	92
ally	volume	data	hundred	
iron	parade	again	partner	

The report is in the twelfth volume.

Put these phrases in your own sentences:

moderate weather	valuable information	93
hard combination	favorable connection	
total circulation	considerable time	
can't imagine	regardless of cost	

Of what two words is each of these composed?

94	therefore	whereby	themselves	oversight
	thereof	wherefore	yourselves	overlook
	therein	wherever	ourselves	overtake

What are two words of opposite meaning called?

95	ancient	earliest	health	wholesale
	modern	latest	sickness	retail

Ancient times are the earliest in history; modern times are the latest.

Study the quotation marks and the words in large type:

WASHINGTON'S RULES OF BEHAVIOR

96 "Every action in company ought to be with some sign of respect to those present."

"Think before you speak, pronounce not imperfectly, nor bring your words too hastily, but orderly and distinctly."

"Associate yourself with men of good quality, if you esteem your own reputation; for it is better to be alone than in bad company."

"Give not advice without being asked, and when desired do it briefly."

Review Exercise 17

Write these words rapidly:

opera	practicing	numerous	**97**
drama	granary	lecture	
junior	generous	occupied	
senior	surgery	purchased	
carrier	therefore	chimney	
desired	separate	exercise	

Explain the meanings of these related words:

treasure	salary	liberal	relative	**98**
treasurer	salesman	liberty	relation	

The treasurer paid the salesman a liberal salary.

Study these proverbs, then write briefly just the meaning each conveys to you:

"Soft words are hard arguments." **99**

"We never miss the water till the well runs dry."

"Wise men learn by other men's mistakes."

"Lost time can never be found again."

Discuss the three rules for adding *ing*.

serving	according	connecting	securing	**100**
figuring	notifying	concerning	hustling	
desiring	beginning	considering	grabbing	

Final *ar* or *or* when unaccented sounds like *er*. Fix these endings in mind:

101	cedar	camphor	elevator	orator
	cellar	liquor	radiator	beggar
	grammar	harbor	bachelor	burglar

Dictation Exercise

102 Do you know the difference between a wholesale and a retail store? The retail dry-goods store is on the main street. The saleswomen are busy behind the counters and men are hustling about. Why is the wholesale store on a back street? It does not seem to be a busy store, but we all know that it sells many times more goods than the retail store.

Double *o* is marked short or long like a single vowel (*fo͝ot*, *bo͞ot*). Mark and syllabify these words:

103	ruin	strict	confer	benefit
	sire	loose	secret	candidate
	zero	brook	select	potato

Pick out the nouns among these derivatives:

104	inspect	instruct	apply
	inspecting	instructor	applied
	inspected	instructed	applying
	inspector	instruction	applicant
	inspection	instructing	application

attend	attending	corrected	correction	105
collect	collecting	assisted	assistant	
remit	remitting	remitted	remittance	

Pay no attention to the assistant.
Send your remittance to the secretary.

faucet[1]	clothe	saucer	106
bureau	drama	author	
curious	opera	practice	

bureau drawer leaky faucet

I am curious to see the new teacher.

entertain	advertise	arrange	107
entertained	advertised	arranged	
entertaining	advertising	arranging	
entertainment	advertisement	arrangement	

Are you sure that you use these verbs correctly? Write these sentences many times:

Teach me this lesson. I will learn it. 108
Sit on the sofa while I set the table.
Lay the book on the shelf and then lie down.
He laid the book aside and then he lay down.
Let go of the wheel and leave the car.

Written Exercise

Compose sentences which show the meanings of these homonyms:

109	scene	straight	coarse	birth
	seen	strait	course	berth

Compare the meanings of these words:

110	advantage	companion	business	resident
	benefit	comrade	occupation	citizen

He is a resident of Paris but a citizen of the United States.

Make a derivative of each of these words. Can you use five different suffixes?

111	apply	inspect	entertain
	enroll	operate	subscribe
	interest	instruct	graduate
	increase	suggest	introduce

Add *less* to each word before you spell. Try to build still other words by adding suffixes.

112	regard	use	sleep	taste
	smoke	tire	doubt	sense
	defense	fear	heart	noise

regardless of cost smokeless gunpowder

Composition Exercise

Write a letter to the president of your Board of Education asking for a holiday to attend the circus. Make valid arguments. Remember that a courteous letter, correct in form and in spelling, will be more apt to receive a favorable reply. 113

per cent	fulfill	reliable	114
percentage	bureau	height	
discount	faucet	curious	

What per cent of discount will you allow?

Pronouncing Exercise[18]

Words are often misspelled because they are mispronounced. Be sure of the pronunciation of these words; drill on them until they are fixed in your speech. Make selections for your "Never Again List" on page 178.

fellow	window	just	would have	115
history	catch	boil	present	
forever	yellow	since	whether	
pumpkin	playing	aren't	handful	
drowned	at all	burst	surprise	
because	picture	shut	pitcher	
chimney	scarce	apron	figure	

Learn the parts of speech and their abbreviations:

116

noun = n.	adjective = a.
pronoun = pro.	preposition = prep.
verb = v.	conjunction = conj.
adverb = adv.	interjection = interj.

Dictionary Exercise

117 **Notice that after every word in the dictionary there is an abbreviation to tell you what part of speech the word is. For instance, *truth*, *n.*; *tell*, *v.* Find the parts of speech of the following words in your dictionary and use each in a sentence: *among*, *healthy*, *although*, *earth*, *whose*, *entirely*, *hurrah*, *choose*.**

118

equal	generous	patiently	notable
whole	foolishly	luckily	constant

Which of these words may be adverbs?
Which ones may be adjectives?

119 **Why is the *e* retained before the suffix in *peaceable*? Find the rule on page 177 and write it, together with two other examples.**

Why is *y* retained before the suffix in *applying*, but changed to *i* before the suffix in *applied*? Find the rule and write it as above.

Words of opposite meaning are called what? Show that these words are antonyms by using them correctly in sentences:

tough	absent	careless	ugly	**120**
brittle	present	careful	handsome	

Adjectives, adverbs, and nouns to identify:

lazy	real	able	busy	**121**
lazily	really	ably	busily	
laziness	reality	ability	business	

Laziness can be overcome.
He has business ability.

Adjectives from Nouns

Point out the adjective endings:

fortune	style	pleasure	danger	**122**
fortunate	stylish	pleasant	dangerous	

unexpected pleasure — a large fortune
pleasant surprise — a fortunate man

Adverbs from Adjectives

Explain the change of ending:

durable	favorable	probable	capable	**123**
durably	favorably	probably	capably	

favorable reply — favorably considered

* Studies in *ou*[19]

Pronounce each word:

124	mourn	could	young	cough
	court	would	youth	rough
	gourd	should	yours	tough

What is a gourd? My cough is better.

Studies in *ea*

Mark the sounded vowels:

125	break	cheap	dread	heart
	steak	clean	thread	heard
	great	cream	spread	swear

Studies in *ie* and *ei*

Are these spelling "demons" for you?

126	sieve	grieve	ceiling	weigh
	friend	priest	seized	eight
	pried	shield	receive	freight

Studies in *oo*

Pronounce in four ways; notice *does*:

127	brooch	shook	does	school
	floor	stood	flood	smooth
	door	brook	blood	troop

* Supplementary page.

* Copying Exercise

Indianapolis, Ind. **128**
May 20, 1916

My dear Mr. Brooks:

It is with deep regret that I am obliged to report that my two boys, Meredith and Lionel, were taken seriously ill today, just after luncheon. We hurriedly summoned the doctor, who, after a brief examination, pronounced their malady well-marked and clearly defined circusitis. . . .

Our physician prescribed the usual remedy in such cases — an afternoon under a large tent, close to elephants, zebras, rhinoceri, and hippopotami.

I am glad to say that this treatment proved successful and that both boys are now in prime condition.

In these circumstances I beg that you will excuse their unavoidable and regrettable absence from school.

Yours sincerely,
Meredith Nicholson

Review Exercise: Words containing Hard Spots

raisin	trousers	measure	curious	**129**
orphan	breakfast	bargain	quarrel	
whistle	lemonade	figure	auction	
toward	chocolate	honest	opposite	

* From Potter, Jeschke, and Gillet's "Oral and Written English, Book Two." Ginn and Company.

Proper adjectives begin with capitals.

130	English	Italian	Belgian	Swedish
	Mexican	American	Norwegian	Irish
	French	Spanish	Canadian	Russian

Italian opera Canadian neighbors

Practice the pronunciation of the ending *ure*.

131	figure	nature	failure	furniture
	future	lecture	feature	moisture

There is no moisture in the ground.
The crops may prove a failure.

Words of Similar Meaning

Try to state a difference:

132	grow	shudder	guest	useful
	enlarge	tremble	visitor	valuable
	increase	shiver	company	helpful

Words often Confused with Other Words

What is the meaning of each? Write a short sentence using each correctly:

133	dessert	dyeing	dense	based
	advise	current	course	threw

Silent Letters to Struggle with

Silent *n* after *m* bothers in these four words. *Gh* has the sound of *f* in a few words.

autumn	solemn	coughing	laughter	**134**
column	condemn	roughest	toughen	

The consonant *i* is pronounced like *y*. *C* following *s* is often silent. Pronounce and spell:

union	opinion	scene	scent	**135**
million	companion	scissors	scenery	

Does *scenery* differ in meaning from *scene*?

Remember to put silent *h* in these words:

ghost	exhibit	chorus	stomach	**136**
ache	exhaust	scholar	scheme	

a clever scheme the exhaust pipe

Why not drop *e* when spelling these words? In which two does *ie* change to *y* before *ing*? **See page 177.**

singeing	changeable	shoeing	lying	**137**
dyeing	peaceable	hoeing	tying	

singeing the hair shoeing the horse
dyeing the cloth tying the box

Write statements explaining the meanings you get from these proverbs. Spell with care.[20]

138 "A stitch in time saves nine."
"A fool and his money are soon parted."
"It's a long lane that has no turning."
"The whole ocean is made up of single drops."

Exercise on the Hyphen

When two words work together nicely, they are often written with a hyphen and used as one word. These words should be written with a hyphen:

139

well-bred	table-land	son-in-law
title-page	good-by	forty-four
light-hearted	story-teller	time-table

Note. Never forget to use the hyphen at the end of a line when a word is finished on the next line. Words must then be broken between syllables.

Find in a dictionary words similar in meaning to each of these:

140

discover	solemn	strange	opinion
durable	destroy	explore	capture
develop	progress	reliable	condition

Composition Exercise

141 **Study the illustration on page viii. Then write about how the children escaped getting hurt.**

* Review of Troublesome Endings [13]

cancel	volume	regular	confident	142
actual	column	composer	important	
brittle	seldom	director	consonant	
quarrel	solemn	butcher	resident	
squirrel	autumn	janitor	different	
ancient	nervous	journey	dense	143
constant	chorus	salary	since	
patient	anxious	granary	rinse	
instant	curious	celery	hence	
servant	precious	secrecy	mince	
curtain	convince	scholar	license	144
certain	defense	neighbor	distance	
cousin	promise	vinegar	balance	
raisin	service	reporter	silence	
soften	justice	visitor	entrance	
channel	method	capsize	visible	145
general	frigid	surprise	durable	
enamel	period	realize	sensible	
special	salad	despise	capable	
annual	rapid	exercise	possible	

* Supplementary page.

Write from dictation, then memorize:

146 "It is better to be nobly remembered than nobly born."

"Promises may win friends; but it takes performances to keep them."

"Do little things well now; so shall big things come to thee by and by asking to be done."

147	imagine	faucet	furniture
	business	scheme	moisture
	fortune	increase	curious

I imagine this is a large business.
You no doubt will make a fortune.

TROUBLESOME WORDS IN THIS SEMESTER [11]

148	relish	dessert	149 beach	fortune
	clutch	imagine	borrow	reliable
	scene	sandwich	ancient	adjective
	modern	certain	liquor	patient
	hurrah	stylish	serving	pronounce
	lazily	desiring	ideal	gasoline
	salary	business	pledge	capsize
	health	purpose	salable	different
	jury	manual	enamel	residence
	salad	rescue	camphor	treasure

Dictation Exercise

Be prepared to write the following letter correctly:

419 S. Third St. **150**
San Jose, Calif.
Dec. 4, 1921

The Century Company
New York City
Gentlemen:

Will you please renew my subscription to *St. Nicholas Magazine* for the coming year? This present subscription expires on January first. Inclosed you will find a post-office money order for three dollars ($3.00) in payment.

Yours truly,
Ruth Sheppard

Write the opposites of as many of the following words as you can in three minutes:

high	sweet	noisy	front	**151**
easy	night	empty	short	
east	sharp	heavy	inside	
open	clean	black	winter	
fine	rough	right	western	
exit	green	large	sunset	
ugly	young	tough	straight	
soft	south	happy	slender	

A Year-End "Spelldown" [11]

Calif.	absolutely	well-behaved
couldn't	telegraph	ladies' hats
since	creamery	February
govern	Thomas's ball	declaration
U.S.A.	scissors	Yours truly
scene	Jan. 30, 1921	behavior
union	respectfully	advertisement
French	sandwiches	fifty-three
phrase	society	manufactures
enlarge	stomach	tomorrow
ghost	companion	lemonade
billed	Norwegian	changeable
dessert	condemn	advancement
rinse	Dear Madam	Mexican
curious	Canadian	pronunciation
orphan	son-in-law	My dear Dr. Bell
Bible	conjunction	baby's bonnet
drama	time-table	wholesale
scent	laughter	chocolate
whose	Wednesday	courteous
loose	capital city	literature
camphor	Cordially yours	Connecticut
cedar	forty-eight	Jones's auto
sacred	circulation	July 4, 1776
Iowa	premium	Chicago, Ill.
bureau	percentage	superintendent
scheme	business	entertainment

Standard Test for the Sixth Grade[12]

Children of the sixth grade spelled these words with an accuracy of 66 per cent at mid-year. You should be 100 per cent accurate at the end of the year. Are you?

data	absence	literary	advertising
issue	benefit	moderate	appointment
heir	attempt	medicine	altogether
quote	cashier	involved	attraction
rural	doesn't	numerous	collecting
assist	durable	earliest	combination
canned	freight	occupied	composition
confer	imagine	instance	connection
course	nervous	reference	enrollment
effect	opinion	encourage	graduation
junior	patient	reception	impossible
liable	possible	candidate	influence
manual	purchase	hustling	introduced
prefer	salesman	doubtless	justified
actual	satisfy	graduate	obligation
safety	serious	generous	organized
series	special	credited	personality
source	stomach	exercise	realizing
spirit	strictly	disgusted	regardless
system	telegram	convinced	respectfully
talent	worrying	furniture	requirement
concern	attended	examined	satisfaction
catalogue	hesitate	formerly	transportation
article	employer	discourage	subscriber
affair	banquet	contrary	manufacturing

SEVENTH GRADE

How to Master a Spelling "Demon"

1. Hear the word as correctly pronounced; hear every syllable. Pronounce it distinctly several times.
2. Get a clear picture of the word; see every syllable. Shut your eyes and visualize it.
3. Make sure you know its meaning.
4. Pick out the hard spots; center your attack on them.
5. Spell the word again and again, thinking of the order of letters.
6. Write the word many times without hesitation.
7. Review the word until its correct spelling is automatic.
8. Don't dodge your "demons." Work them into your vocabulary.

Review Exercise

1 Spell the words found on page 44. Study your "demons."

Review Exercise

2 Prepare for a written lesson on the words on page 68. Watch your "demons."

Review Exercise

3 Have a "spelldown" on the standard test, page 89. Put your "demons" in your "Never Again List" (see page 178).

Are you sure of these words?

region	trouble	whom	women	4
engine	section	lose	their	
though	result	crowd	serve	
salary	visitor	once	whose	
friend	against	meant	sugar	

Study the hard spots in these words:

kneel	wound	pretty	journey	5
dozen	until	health	disappoint	
awful	could	bought	separate	
cousin	drown	people	beautiful	
seize	loose	buried	pleasant	

Dictation Exercise

"Many customers are quick to buy but slow to pay and yet their patronage is worth retaining. Therefore the business man must be tactful and exert every effort to discover which are merely slow and which are probably dishonest." 6

Plurals of words in *o*, formed by adding *s* or *es*:

dynamos	negroes	echoes	buffaloes	7
cargoes	mottoes	heroes	tomatoes	
folios	cameos	solos	sopranos	

Accent the first syllable. Use as nouns:

8				
	accent	insult	contest	subject
	effort	record	progress	perfect
	object	prefix	permit	project
	export	error	process	present
	expert	contact	concert	content

Accent the last syllable. Use as verbs:

9			10		
	connect	detest		contrast	refund
	suggest	refuse		transport	select
	produce	convict		conflict	refer
	extract	conduct		instruct	intend
	promote	impress		protest	adjust
	confirm	assure		increase	insert
	consist	import		contract	allow
	propose	survey		abstract	escort
	expose	extend		transfer	assist

Show by the long sound of *y* which are verbs. The short sound of final *y* indicates what part of speech?

11				
	justify	quality	dignity	identify
	policy	qualify	dignify	assembly
	testify	secrecy	gratify	accuracy

Words for Quick Review [11]

union	orchard [12]	courage	visitor	[13]
umpire	thunder	already	burglar	
palace	raisin	patient	serious	
lawyer	shovel	business	all right	
pigeon	growth	catalogue	raspberry	
cousin	regular	doubtful	cordially	
salary	quarrel	leather	bashful	
nephew	worried	separate	clothing	
poison	volume	grammar	precious	
pursue	author	laziness	lightning	

behavior	reliable	cameos	[14]
society	cargoes	fortune	
govern	business	echoes	

The pupils in the seventh grade have organized a literary society. They elect their own officers and make rules to govern their behavior.

Study these related words, then use in sentences:

raise	behavior	cause	conquest	[15]
elevate	conduct	reason	victory	

Dictation Exercise [21]

16 Boy Wanted between 14 and 16 years of age who can use a typewriter. Must have speed and accuracy and know how to spell. Answer in your own handwriting, giving experience, if any, and references. Address 21, *Trade Review*.

Composition Exercise

17 **Write out an advertisement for *Girls Wanted*, using the words *applicant* and *accurate*. Try to write it so that girls will want to answer the advertisement. The class will decide which advertisement is the most attractively written.**

Words opposite in meaning are called what? Notice *ei* in one word and *or* in two.

18

foreign	success	carelessly	major
domestic	failure	exactly	minor

The soldier carelessly addressed the major.

Pick out the obscure vowels:

19

vacant	purpose	manual	material
actual	anxious	durable	generous
toward	instant	arrival	deserved
forced	absence	college	accident
salary	patient	favored	possible

Written Exercise

Use each verb form in a sentence: thus, Fred *has worn* his new suit today.[22]

has worn	have brought	should have	**20**
has ridden	is learned	was taught	
was shaken	will be lighted	had slept	

Can you point out any differences in the meanings of these synonyms?

genuine	calmly	silence	plentiful	**21**
sincere	quietly	stillness	abundant	

sincere remarks genuine quality

Show the similarity in meaning of these pairs of words in oral sentences:

vigorous	completed	increased	antique	**22**
energetic	concluded	enlarged	ancient	

Find *ei* in two words and *ie* in two; *ea* in two:

receive	achieves	medicine	wretch	**23**
ceiling	treasure	patience	wrench	
concealed	canceled	straight	wrestle	
exhibit	discount	sandwich	wreath	

Dictation Exercise

24 The *Foreign Trade Review* is the newspaper in which Ralph found the advertisement on a previous page. His success on the typewriter is due to his speed and accuracy. He spells each word correctly and is exact in the use of capitals and marks of punctuation. Ralph decided to answer the advertisement.

Sentences correcting Errors in Writing

25 The house is farther up the highway.
He is further advanced in school than I.

This climate is mild and healthful.
Jack is a healthy young fellow.

The work on the capitol is now finished.
The submarine went through the canal.

The horse has neither saddle nor bridle.
The bridal party has gone on a journey.

Words found in Buckingham's Scale
(See Introduction)

26

antique	exquisite	imagine	seized
fatigue	musician	almanac	grease
elegant	rehearse	approval	rinsed
hominy	foreigner	peculiar	wreath

Prepare these words for your written work in geography:[27]

ocean	isthmus	strait	volcano	**27**
Asia	mountain	desert	boundary	
Europe	continent	Africa	plateau	

Has the ocean any boundary lines?

Study these and other words you may need when writing history lessons:

explore	settlement	inhabitants	colonies	**28**
capture	governor	amendments	officers	
freedom	victorious	descendants	congress	

The officers captured two Indians.

Words in *ing*

Write each in a phrase with *am*, *is*, or *are*:[7]

securing	operating	practicing	cultivating	**29**
existing	ascending	reserving	crocheting	
worrying	receiving	graduating	increasing	

Words in *ed*

Write each in a phrase with *have*, *has*, or *had*:[7]

registered	remembered	disgusted	hauled	**30**
considered	compelled	suggested	seized	
described	approached	disturbed	bruised	

Dictation Exercise [2]

Compare with your letter, page 94.

31 New York, Nov. 12, 1921

21, Foreign Trade Review
New York City

Dear Sir:

In reply to your advertisement in this morning's paper for a boy who can use the typewriter, I should like to present my application.

I am seventeen years of age, and am a graduate of the Brooklyn Commercial High School. During the past four months I have been doing special work in typewriting for the *Evening Post.*

For references, you may write to F. B. Benson, principal of the Brooklyn Commercial High School, or to the city editor of the *Evening Post.* If you wish me to do so, I shall be pleased to call upon you for an interview any morning you may suggest.

Respectfully yours,
Ralph Barnes

32

unusual	behavior	foreign
cabinet	sincere	secrecy
exhibit	society	govern

The very unusual exhibit was placed in a cabinet for safe-keeping.

Dictation Exercise

Write the following as it is read to you, then follow the directions given:

One way of enlarging your vocabulary is by learning synonyms for words you overwork. A generous vocabulary adds variety to your speaking and writing. Look in the dictionary for the meaning of the word *synonym*. Find the word *courage* in a large dictionary. Note the abbreviation *syn.* What are synonyms for *courage*? 33

Find an apt synonym for each of these words and use them in sentences:

				34
fortunate	awfully	occupation	merry	
immense	sincere	laughable	civil	

Write in short phrases as many of these review words as you can in ten minutes:

				35
result	loyal	ordered	treatment	
affair	method	perform	wondered	
artist	muscle	package	written	
aware	style	promise	washing	
picked	suffer	question	carrier	
juice	valued	refused	absence	
forced	lettuce	district	feather	

Discuss the tone and form of this letter:

36

Council Bluffs, Iowa
Nov. 10, 1920

Bristol Crockery Co., Inc.
Chicago, Illinois

Gentlemen:

Your last shipment of china reached us in a very damaged and broken condition. Do you expect us to exhibit for Christmas trade cracked cups and nicked saucers? It is most certainly a great inconvenience to receive a large order of misrepresented goods in fourth-rate condition at this time. I shall expect to hear from you immediately.

Yours truly,
J. V. Paddock

Written Exercise

Rewrite the above complaint letter in your best form and most courteous style. Make use of these words:

37

mistake	employee	confidence
amends	complaint	appreciate

Is final *e* generally retained before a suffix beginning with a consonant? Is it always retained after *g*? after *c*?

38

changeable	commencement	courageous
noticeable	defenseless	outrageous
serviceable	relatively	advantageous

Write a paragraph telling how to use a dictionary. In doing so use the following words and phrases:

guide words	accent	pronunciation	39
abbreviation	meaning	alphabetical	
key words	synonym	diacritical	

Consult your dictionary and choose a synonym for each of the following:

excellent	beneficial	demonstration	40
exquisite	equipment	representation	

Notice that the doubled letter in the unaccented syllable is silent. Silent letters are hard spots in spelling.

different	disappoint	innocent	immense	41
announce	accomplish	occupant	commence	

science	disease	contagious	42

Tuberculosis is a contagious disease. Modern science has discovered that it is curable if treated in time. The germs of the disease die quickly in fresh air and sunshine. The patient should not exercise or work hard, and should eat an abundance of nourishing, well-prepared food.

Review Exercise

Write these words, adding a suffix to each which will form another word:

43			**44**	
accord	allow		beauty	appoint
adjust	appear		conduct	complain
affection	inspect		express	deposit
perfect	label		manage	evident
multiply	refresh		produce	former
religious	satisfy		receive	procure
subscribe	expect		respect	nourish
reserve	travel		suggest	shovel
constant	health		thought	regret
assemble	trouble		period	remedy

Remember that these words end like *animal*. Find double *m*, double *r*, double *d*:

45		
renewal	universal	commercial
arrival	additional	exceptional
practical	carnival	electrical

Add the suffix *less*, meaning *without*. Should you drop final *e*? Why not?

46			
noise	taste	rest	home
smoke	sense	tire	blame
regard	sleep	fear	price

Make sentences showing the difference in meaning of these homonyms:

bread	profit	sore	residence	47
bred	prophet	soar	residents	

He was bred in New England.

Pronounce these words carefully.[18] The letters that are underlined should always be sounded.

arctic	delivery	generally	48
eleven	evening	jewelry	
memory	foliage	traveler	
interest	library	kindness	

Written Exercise

Girls Wanted to learn millinery. Seven dollars a week for one month's apprenticeship. Chance for steady advancement. Must come well recommended. Address X, Daily Citizen, giving references. 49

Rewrite the above request, for a boy to learn printing.

Answer the above advertisement, using these phrases:[5]

should like to learn	for reference	50
your advertisement	was graduated	
personal interview	domestic science	

The letter *c* has the sound of *s* before *e*, *i*, or *y*; otherwise it is like *k*. Pronounce these words, then copy and spell them:

51	circular	electric	accurate	tobacco
	coconut	practice	cyclone	icicle

We become accurate by much practice.

The letter *g* generally has the sound of *j* before *e*, *i*, or *y*. Find two exceptions as you pronounce these words:

52	gypsy	geography	guilty	gorge
	getting	language	garage	gingham

Is there a gypsy in the garage?

When the letter *s* has the sound of *z* it is often a hard spot. Look up the marks for *c*, *g*, and *s* on page 174.

53	enterprise	sensation	sausage	diseased
	displeased	promised	deserved	advertise

The enterprising clerk deserved a promotion.

Write a list of five or more kinds of each of the following:

54	cloth	fruits	games	flowers
	trees	grains	sports	animals
	birds	meats	colors	vegetables

The digraph *ph* has the sound of *f*.

photograph	sulphur	camphor	orphan	55
alphabet	phrase	phonetic	cipher	

Phonetics is the science of speech sounds.
A phrase is a group of words taken together.

Study the doubled letters. Find two other hard spots.

oculists	professors	druggists	engineers	56
surgeons	attorneys	dentists	accountants	

If your eyes are weak consult an oculist.
A dentist should examine your teeth twice yearly.

civics	science	disease	57
government	unusual	contagious	
examiner	cabinet	exhibit	

The government examiner will soon be here to examine the class in civics.

Write sentences containing these phrases:

a saucy fellow	fully apparent	58
neutral country	delicious fruit	
elegant attire	leisure moments	
sacrifice hit	license number	

Dictation Exercise [23]

Chicago, Nov. 14, 1920

59 Mr. J. V. Paddock
Council Bluffs, Iowa

Dear Sir:

Your letter of November 10, regarding the unsatisfactory condition in which some of our last shipment of chinaware reached you has been received. We regret that several pieces of china were cracked or nicked, for we realize how much you were inconvenienced at the opening of the holiday season. Upon careful investigation we find that an inexperienced packer put up your order. We sincerely regret this carelessness.

If you will kindly specify the list of articles broken or damaged, we shall be glad to ship a special order without delay. It has always been the policy of this firm to deliver our wares exactly as represented. We sincerely hope you will take this opportunity of allowing us to sustain our policy with respect to your firm.

Yours very truly,
Bristol Crockery Co.

How do the endings change the meaning?

60	establish	advance	nourish
	established	advanced	nourished
	establishing	advancing	nourishing
	establishment	advancement	nourishment

Written Exercise

Use the adverb derived from each of these adjectives in a phrase which shows its meaning:

fraternal	original	mutual	frequent	61
favorable	material	natural	regular	

Oral Exercise

Tell the meaning of the adjective formed by dropping *ly* from each of these adverbs:

actually	anxiously	essentially	62
extremely	gradually	sincerely	
strictly	completely	exclusively	

Most words ending in the sound of *sēd* are spelled *cede*; but three are spelled *ceed*, and one *sede*.[24]

proceed	exceed	succeed	supersede	63

If I proceed carefully and do not exceed my instructions I shall surely succeed.

The general was superseded by a younger man.

Flowers which Everyone Should Know

lilacs	hyacinths	carnations	violets	64
tulips	daffodils	geraniums	pansies	

Dictation Exercise

65 One may be guilty of falsehood in many ways. He may lie by telling a half truth; he may lie by a shrug of the shoulders, by a gesture, by a deceitful silence, or by palming off in class as his own production the fruit of another's brain: — for the essence of a falsehood consists in his intention to deceive. — Gibbons.

Oral Exercise

Use these words in describing a street scene. The class will call on you to spell any words from this list:

66	street-car	theater	signboard	automobile
	crossing	trolley	showcase	policeman
	delivery	traffic	awnings	skyscraper

Write in sentences the nouns in this lesson:

67	illustrated	institute	possession
	illustrating	institution	possessed
	illustration	instituted	possessing

Which words begin with capitals? Find silent *y*, silent *a*:

68	sermon	minister	worship	priest
	pulpit	services	divine	aisle
	prayer	missions	Sabbath	Bible

foreign missions evening services

Written Exercise

Order from Ginn and Company, Boston, Mass., the books you need for the next semester. As you do not know the prices, state that you will remit as soon as the books arrive and the bill is received. Ask for prompt shipment, as school starts Monday. If there are mistakes in your order the books will be delayed. 69

Which of these are your favorite vegetables?

cucumbers	parsley	onions	rhubarb	70
asparagus	salsify	beets	lettuce	
sweet corn	radishes	beans	cabbage	

See how many of these words you can put into written phrases in ten minutes:

gained	knives	proved	steamer	71
climate	library	raised	restrain	
police	measure	deposit	pickles	
leather	mischief	effort	pistol	
feature	named	effect	design	
furnish	covered	excuse	creature	
garment	daughter	fashion	imprison	
builder	decline	reported	viewed	
burden	occupied	silence	wealth	
court	forwarded	subject	youthful	

Use these verb-phrases in written sentences:

72

will draw	shall buy	am choosing
have drawn	has bought	had chosen
was thrown	hasn't grown	will catch
have swum	was frozen	has caught

I shall buy the bread unless daddy has bought it.

A word formed from another word is called what? From what words are the following derivatives built? [15]

73

assisted	assorted	associating
assisting	assorting	associated
assistance	assortment	association

assorted cake business associate

Write a paragraph describing one of the following. Make the description vivid by choosing apt adjectives and adverbs.

74

busy street scene	a boat race
collision of autos	a burning building

75 **Write an answer to the advertisement called for on page 103 — Boy wanted to learn printing. You may answer your own advertisement or that of some classmate. But answer a particular one. Try to fill exactly the requirements expressed in the advertisement. Good form and correct spelling will increase your chances for success. The class will decide who should get the position.**

How do you spell the adverbial forms of these adjectives?

several	recent	different	similar	76
general	entire	internal	constant	

Work constantly for improvement.

Some adjectives are changed somewhat before the adverbial ending *ly* is added. Write the adjectives from these adverbs:

wholly	easily	favorably	gaily	77
hastily	cozily	sensibly	truly	

The whole school should improve.

Not all adverbs end in *ly*. Use these words as adverbs without change of spelling:

cheap	enough	hard	furthest	78
often	perhaps	slow	somehow	
quick	almost	fast	nowhere	

drive slow work hard hold fast

Make sentences to show the correct use of these words:

lesson	pedal	foul	steak	79
lessen	peddle	fowl	stake	
groan	alter	steel	paws	
grown	altar	steal	pause	

A Mid-Year "Spelldown." Boys against Girls

separate	hygiene	millinery	whose
choosing	consider	receiving	theme
accuracy	crochet	investigate	neuter
medicine	leisure	convenience	either
supreme	damaged	celestial	valise
holiday	awfully	organized	solemn
several	regular	interview	source
sustain	review	experience	height
banquet	whistle	gratitude	hauled
immense	journey	conscious	coupon
judgment	realize	knowledge	cipher
genuine	specify	unusual	enough
antique	respect	precious	orphan
treason	officer	innocent	sermon
occupant	freight	luncheon	lilies
searched	nourish	mischief	apiece
society	ancient	deserved	morsel
biscuit	comrade	treasure	season
traffic	bouquet	literary	saucer
account	figured	glorious	fierce
scenery	secrecy	building	coarse
trouble	neither	advertising	cousin
special	nervous	possession	losing
variety	fatigue	advancement	weapon
oculist	theater	additional	chorus
elegant	behavior	contagious	science
neutral	examine	exquisite	govern

Write each adjective in *al* with a suitable noun, thus: *manual labor.*

manual	electrical	medical	exceptional	**80**
unusual	universal	gradual	occasional	
special	liberal	several	beneficial	

Use each of these words ending in *ed* as an adjective, thus: *unlimited supply.*

contented	unlimited	disappointed	**81**
corrected	exhausted	represented	
measured	unexpected	constructed	

Try to see some relation in the meanings of these groups of words:

considered	religion	reckoning	**82**
contemplated	religious	estimating	
conceived	reverence	calculating	
imagined	reverent	computing	

Write sentences using these word-groups:

dense ignorance	a reasonable request	**83**
child welfare	peculiar circumstance	
daily deliveries	of great importance	
latest decision	careful investigation	
particular reason	meter for electricity	

Verbs Ending in *ize*

Be careful to keep in mind which two are spelled with *yze*.[25]

84	organize	recognize	itemize	emphasize
	memorize	authorize	analyze	paralyze
	civilize	apologize	realize	criticize

These words are spelled with *ise*. Fix this hard spot in your mind.

85	exercise	compromise	merchandise	disguise
	supervise	franchise	enterprise	chastise

supervised study — sale of merchandise
healthful exercise — railroad franchise

Composition Exercise

Write a description of a residence near the schoolhouse. Make your description very clear. You may need several of these words:

86	eaves	veranda	piazza	colonial
	cupola	balcony	tiling	cornice

Place a suitable adjective with each of these nouns and write the phrase:

87	complaint	amusement	ceremony
	decision	excitement	orchestra
	argument	inducement	artillery

Pick out the adjectives. What part of speech are the other words?

necessary	temporary	contrary	dictionary	88
ordinary	military	sanitary	secretary	

How do you pronounce *ar* and *or* in final unaccented syllables?

cedar	mayor	grammar	operator	89
vigor	juror	popular	janitor	
arbor	liar	muscular	conductor	

cedar forest freight elevator

Written Exercise

Rewrite this paragraph, using synonyms for the words in large type:

The new president was very fortunate. It was barely nine o'clock in the evening when the glorious news of his election came over the wire. His acceptance was assured. Prosperous times were coming, and his influence for good would always be felt. 90

Notice final *e* with long *e* in these words. What have you learned about *supersede*? [24]

complete	extreme	concrete	91
theme	supreme	kerosene	
severe	sincere	supersede	

Homonyms in Phrases

Write these phrases rapidly:

92 no admittance
admission free
a large attendance
faithful attendants

the principal reason
a bad principle
a swift current
juicy currants

Write two short paragraphs, using the words in large type:

93 rain and wind
a tight rein
the king reigns

walk in the aisle
sail to the isle
I'll go with you.

How may *s* be marked when having the sound of *z*? See page 174.

94

resemble	advertise	advised	prison
desirable	position	franchise	poison

Is the franchise desirable for all?

Which words end in *sion*? Name others.

95

intention	session	federation
information	mission	publication
distribution	extension	construction

extension division
women's federation

summer session
equal distribution

Divide these words into syllables. Refer to page 177.

corporation	explanation	invitation	**96**
consideration	congratulation	obligation	
preparation	administration	registration	

Form nouns ending in *ment* from these words, and explain their meanings:

advance	induce	install	develop **97**
improve	equip	amend	govern

The constitutional amendment has passed.

Write these words rapidly in phrases, timing yourself:

laundry	chance	condition	punish **98**
allowed	meant	furniture	recover
applied	notice	advantage	elected
beauty	ivory	friendship	factory
favorite	debate	movement	voyage
fitted	usage	couldn't	shipped
meadow	solid	delayed	touched
serious	suppose	officer	village
curtain	usual	payable	relief
busily	treaty	prevail	captain
calves	weight	directed	creature
caused	urged	enjoyed	sentence

Words used in the Music Class

How many syllables has *duet*? Pronounce the last word.

99	duet	tenor	chorus	orchestra
	alto	choir	quartet	soprano
	bass	solo	anthem	pianist

Words used in the Reading Class

Illustrate the meaning of each of these words:

100	verse	syllable	phonetics	quotation
	accent	emphasis	paragraph	expression

Composition Exercise

Write a letter to a local bookstore renewing your subscription to some magazine or journal (see page 87).

101	journal	magazine	renewal
	civics	examiner	government

Dictation Exercise

102 Occasionally pupils' compositions should be copied on the board for class correction. The compositions should be examined more than once, a single critical question being considered in each reading. The correction exercises must not limit unnecessarily the pupils' freedom of expression in subsequent work. — Potter, Jeschke, and Gillet, "Oral and Written English, Book One"

Words ending in the short sound of *y* are what part of speech?

university	variety	industry	sympathy	103
community	society	assembly	vicinity	

Dictation Exercise

"To insure good digestion eat plenty of foods rich in 104
vegetable fiber, such as celery, cabbage, string beans, asparagus, lettuce, spinach, and onions. Raisins, figs, prunes, and other fruits with their skins are also good. Cereals from which the bran has not been removed, such as rolled or cut oats and wheat, may be used in the form of bran bread, muffins, or crackers."

Written Exercise

Words often confused and misused that need special drill:

She was formally introduced to the president. 105
We formerly lived on Palace Street.

How much capital has he invested.
See the dome of the capitol building.

He did not accept the position.
Everyone except him wanted it.

Her speech was affected and silly; but schooling produced a good effect.

Often a prefix meaning *not* is used to express an opposite meaning.

106	immortal	irregular	illegal	inactive
	unlikely	disloyal	nonsense	impartial

illegal combination — immortal Lincoln
disloyal citizens — irregular verbs

When in need of a synonym, occasionally use an antonym with *not* to improve your composition, thus: It is dangerous (not safe) to cross the bridge. Find antonyms for the following:

107	generous	patient	delicious	elegant
	dangerous	genuine	happiness	surplus

Compare the following pairs of words. Are they synonyms or antonyms? (See page 22.)

108	compliment	temporary	strange	personal
	affront	permanent	familiar	general

109	crochet	journal	exceed
	coupon	proceed	magazine
	urge	renewal	succeed

Let me urge you to buy a magazine.
crochet a sweater — clip coupons

Watch out for the *or* in these words. In which words does *or* mean *one who*?

bachelor	auditor	instructor	ancestor	**110**
inspector	creditor	successor	inventor	
behavior	visitor	endeavor	corridor	

famous inventor — Christian Endeavor
popular instructor — president's successor

Words ending in *ar*

Remember that they end like *grammar*:

familiar	muscular	singular	scholar	**111**
calendar	peculiar	particular	burglar	
circular	vinegar	irregular	similar	

Memory Exercise

Study the adverb forms:

Four things a man must learn to do **112**
If he would keep his record true:
To think without confusion clearly
To love his fellow men sincerely
To act from honest motives purely
To trust in God and heaven securely.

Van Dyke

Write the above in a paragraph of prose, using synonyms for *record*, *confusion*, *fellow men*, *motives*, *trust*, *securely*. 113

114	gratify	assume	constitute
	gratitude	assumption	constitution
	grateful	assumed	constituted

We are grateful for our constitution.
To assume is to take for granted.

Write these sentences from dictation:

SEVEN HYGIENE HABITS TO FORM

115 1. Keep your teeth clean.
2. Eat moderately; chew your food thoroughly.
3. Breathe pure air whenever it is possible to do so
4. Go to bed regularly at a reasonable hour.
5. Take proper exercise and hold yourself erect.
6. Learn to rest and to keep yourself clean.
7. Guard yourself, if possible, from disease germs.

Notice obscure *a* in two words and *dg* in two:

116	knowledge	supervisor	ignorant
	acknowledge	supervision	ignorance

He was ignorant of any supervision.

Write these words, then find in your dictionary the best antonym you can for each:

117	miserable	positive	interior	receive
	industrious	crooked	wicked	harmony

Give a sentence containing the upper word; then substitute the word below and note the meaning:

govern	honesty	remember	business	**118**
control	honor	recollect	vocation	

Study this lesson as you studied lesson 118:

fortunate	essential	favored	concealed	**119**
prosperous	necessary	benefited	hidden	

Have you forgotten these sixth-grade words? Write in phrases as many of them as you can in eight minutes:

cashier	height	modern	relish	**120**
allowance	issue	nervous	special	
ability	junior	offered	stylish	
ancient	liquor	opinion	syllable	
balance	valise	patient	trousers	
basement	belief	poetry	moisture	
camphor	rinse	premium	genuine	
mutually	profit	visitor	citizen	
magazine	seize	blouse	favored	
quarrel	toward	solemn	granary	
allowed	belief	camera	courage	
realize	unite	vision	couple	
radiator	future	special	certain	

121

prosperity	crochet	patient
congratulate	nonsense	urge
resources	coupon	confusion

national prosperity — congratulate her
general confusion — natural resources

Is the prefix *ex* always a syllable?

122

exception	expense	expensive	exist
expression	exercise	experience	expel

exist means live — expel means put out

Why do these words need special study?

123

judgment	influence	emphasis
abridgment	delicious	congratulate
acknowledgment	resources	prosperity

He acknowledged our congratulations.

Written Exercise[9]

124 **You and a friend are on an automobile trip. As you approached a town after a shower, the car skidded at a turn and went off the bank, injuring your friend and damaging the car. You escaped unhurt. Telegraph your father, explaining the trouble and asking for money. Your lettergram may contain fifty words.**

Dictation Exercise [26]

Rules on how to study:

1. Begin work promptly. Reduce your starting time from minutes to seconds. 125

2. Carry out all the motions of getting to work.

3. Concentrate. Put as much energy into your work as you do into your play.

4. Don't feel that you are working for a teacher.

character	judgment	visitor	126
reputation	calendar	business	
appearance	abridgment	vicinity	

Your character tells what you really are.
Your reputation tells what you appear to be.

Notice the doubled letters. Review lesson 41, page 101.

difficulty	assigned	appreciate	127
difficult	assignment	appreciated	
diffident	assigning	appreciation	

Write these words rapidly in phrases:

general	obliged	entered	agency	128
ceiling	worried	English	attached	
chimney	dyeing	failure	balance	
scholar	search	signing	shoulder	

Compose sentences containing these phrases:

129

safety always	democratic convention
secretary's report	contagious diseases
occupied territory	fortunate circumstance

Dictation Exercise

More rules on how to study; try to apply them:

130 5. Don't apply for help until you have to.

6. Before beginning the advance work, review rapidly the previous lesson.

7. Next make a rapid preliminary survey of the assigned material.

8. Give most time and attention to the weak points in your knowledge.

131

calendar	cashier	similar	purchaser
bachelor	laborer	visitor	separator
ancestor	peculiar	popular	successor
circular	tractor	burglar	harvester

Composition Exercise

132 **Suppose that your parents have decided to move to a neighboring city. Write a business letter to the superintendent of schools stating what you have studied this year. Inquire whether you may enter the same grade in his school system.**

Divide into syllables and mark the accent:

associate	accomplish	duplicate	**133**
associated	accomplished	duplicated	
association	accomplishment	duplication	

athletic association duplicate report

Write a sentence telling where each of the following is grown:

hickory nuts	pineapple	grapefruit	walnuts	**134**
pecans	raspberry	cantaloupe	apricots	

Nuts and fruits are good for desserts.

Can you write the names of other common tools?

handsaw	try-square	chisel	auger	**135**
bevel	jack plane	dividers	pincers	

Dividers are often called compasses.

Write other words illustrating two uses of the hyphen and two of the apostrophe.

eighty-two	boys' game	rec'd	superintend-	**136**
Jo's Boys	four-leaved	two d's	ent	

The superintendent has asked the assistance of all the teachers.

Try to find still another synonym for each pair in this lesson:

137	certain	entreat	lavish	pleased
	sure	beseech	profuse	gratified

Connect these pairs of words by *not* to prove that they are antonyms:

138	generous	combined	issue	considerate
	stingy	separate	recall	thoughtless

Write these words to show the syllables as you review them:

139	application	favorably	published
	appointment	furniture	receiving
	attendance	hesitate	referring
	benefiting	incomplete	refreshment
	complaining	laziness	reputation
	composition	literature	regulation
	conjunction	inspection	requirement
	considered	machinery	republican
	correction	manufacture	satisfying
	continued	multiplier	selection
	denominator	obligation	submitted
	dictionary	personality	subscriber
	evidently	preposition	treasurer
	excursion	professor	unexpected

Exercise in Proper Names

Select ten important proper names from geography. Why do you think them important? Write them, using capital letters. Perhaps the others in the class can spell your list. You should be prepared to spell theirs.[27] 140

Write a short account of a supposed visit to a hospital. You may need these words:

nurse	bandage	nourishment	symptoms	141
pulse	medicine	temperature	hospital	

The patient has a high temperature.
He is unable to take nourishment.

These words have slight differences in meaning. Can you show this in oral sentences?

demand	general	handsome	angered	142
require	universal	beautiful	provoked	

The merchant demands cash payment.
The letter requires a prompt reply.

Exercise in Pronunciation

Learn to spell ten important names which you may need when writing the final examination in history. Be ready to pronounce them correctly to the other members of the class and to pronounce words they are apt to choose for this lesson.[27] 143

Name other farm crops grown in your state.

144	alfalfa	timothy	barley	clover
	millet	forage	cereal	silage

Forage is made into silage by curing in a silo. Millet or alfalfa may be used for silage.

145	moisture	accident	assure	interfere
	maturity	incident	attain	persevere

The note will be paid at maturity.
To persevere is to continue in one course.

What parts of speech do these endings signify?

146	automatic	ownership	fashionable
	epidemic	leadership	reasonable
	emphatic	membership	serviceable

Epidemic diseases are said to be contagious.

Composition Exercise

147 ***To the Junior Press Club:*** **Find and report some unusual and interesting thing that has been made or done by boys or girls. Do not get your information from literature. Get it from life. Above all, don't make it up. It must be fact, not fiction. Write up your report in form to be published in a newspaper or journal.**

Words needed for the grammar examination:

complex	masculine	diagram	analyze	**148**
compound	feminine	complement	parse	

Shall I analyze or diagram these sentences?

Dictionary Exercise

Select the four most difficult words from your reading lesson and look them up in a dictionary. Find simpler words that may be substituted for them. Write these eight words for your spelling lesson. **149**

From what roots are these derivatives formed? Use each root in a sentence.

reproached	succeeded	perceived	**150**
reproaching	succeeding	perceiving	
reproachful	successful	perception	

Your presents came by parcel post. **151**
Your presence at the club is requested.

The canvas was damaged by the storm.
The canvass for funds is just completed.

The marshal was able to maintain order.
The band played martial music tonight.

One hundred miners are at work in the mine.
A minor is a person too young to vote.

Phrases to correct Errors in Usage[5]

152 will go fishing — a severe cold
all the family — a healthful climate
where is he — that kind of thing
I have enough — do as you should
you ought not — each in his place

Syllabify these verbs. Which are also nouns? Can you derive nouns from the others?

153

inquire	influence	invoice	investigate
inclose	indicate	insure	introduce
increase	interfere	insist	intervene

Explain the sound of *o* in these words (see page 19):

154

connect	connected	connecting	connection
possess	possessed	possessing	possession
commit	committed	committing	commission

155

bicycle	benefited	calendar
motorcycle	character	reputation
vehicle	positive	appearance

The motorcycle is a good vehicle.
Some prefer a good bicycle or an automobile.

A Year-End "Spelldown" [11]

medical	persevere	session	achievement
exhausted	supersede	pianist	performance
reverence	franchise	anthem	abridgment
ignorance	emphasis	poison	courageous
courteous	paragraph	chorus	prosperity
conceived	quotation	reigns	congratulate
apologize	antonym	aisle	supervisor
disguise	separate	exist	preparation
delicious	auditor	extol	sacrifice
monstrous	judgment	dumb	assignment
criticize	concealed	poetry	assurance
prairie	resources	severe	cantaloupe
behavior	character	enough	nourishment
stomach	involve	pincers	temperature
sanitary	obsolete	lavish	masculine
janitor	symptoms	pulse	circumstance
immortal	medicine	parse	contagious
supreme	diagram	cereal	declarative
synonym	Sabbath	forage	foreigners
capitol	timothy	clause	accommodate
grammar	alfalfa	vespers	coöperation
vehicle	business	canvas	consequence
antique	secreted	chisel	substitution
angered	diamond	pecans	motorcycle
complex	bachelor	virtue	prosperous
decision	peculiar	insure	particular
moisture	religious	issue	authorize

Standard Test for Seventh Grade[12]

These words were spelled with an accuracy of 66 per cent by seventh-grade pupils at mid-year. See how near you can come to 100 per cent accuracy at the end of the year.

lose	vicinity	supervisor	circumstances
urge	awfully	acceptance	accomplished
barely	magazine	assignment	demonstrated
choir	unusual	experience	particularly
niece	sympathy	heretofore	registration
meter	journal	possession	subscription
label	inquiry	prosperity	merchandise
doesn't	succeed	secretary	inducement
coupon	exhibit	amendment	engineering
based	similar	assistance	disagreeable
coarse	attorney	beginning	administration
safety	examiner	confirming	congratulate
welfare	attitude	orchestra	illustration
bass	renewal	practicing	exceptional
civics	principal	succeeded	distribution
talent	employee	equipment	congratulation
auditor	premium	successful	acknowledge
confirm	assigned	associated	considerably
ninety	timothy	candidate	excitement
surplus	presence	institute	illustrating
variety	admission	practical	reliability
benefit	decision	assortment	exclusively
crochet	existing	duplicate	illustrated
usually	organize	appreciate	appreciated
readily	resource	assurance	electricity

EIGHTH GRADE

Eight hundred years ago our English ancestors used in their literature approximately 30,000 words. A recent unabridged dictionary contains 450,000. This is an average gain of 525 words per year for eight centuries. Today English possesses the richest and most complex vocabulary of the world's languages.

The best measure of your education is the size of your vocabulary and the control which you exercise over it. You may increase your vocabulary by accurate dictionary study and by constant application of new words in your speech and writing. Every time you see or hear a word used by another in a way other than that in which you habitually use it, consult an authority.

You cannot speak unless you can pronounce. Be very exact in your preparation of the pronunciation of words. Slovenly pronunciation is a sign of ignorance. Establish habits of correct pronunciation by constant practice until you say the correct form naturally.

You cannot write unless you can spell. Whenever you find yourself hesitating over the spelling of a word, look it up. Careless spelling often proves a handicap. Establish habits of correct spelling by constant practice so that you write the correct form naturally and without conscious effort.

Review Exercise

1 Write twenty words containing prefixes. See whether you can bring in a better list than the others in the class. Do not overlook such important prefixes as *be*, *in*, *con*, *pro*, *a*, *un*, *dis*, *mis*, *ex*, *ad*.

Review Exercise

2 Write twenty words containing suffixes. Try to explain the significance of each when annexed to a word. Include in your list the following: *ful*, *ly*, *less*, *able*, *ment*, *ed*, *est*, *ing*, *ness*, *er*.

Review Exercise

3 Write a list of words in which the several sounds of each vowel occur. Mark the vowels. Your list should contain about 25 words.

Review Exercise

4 Explain *antonyms*, *homonyms*, *synonyms*, *derivatives*, and bring to class two typical illustrations of each group.

Composition Exercise

5 Turn to the illustration on page viii. Do you feel relieved because no child was hurt? Are you disgusted at the careless children, or grateful to the careful motorman? Describe in a paragraph your feelings as you study the picture. Go over your paragraph carefully to see that all words are spelled correctly.

One Hundred Eighth-Grade "Demons"[28]

This list includes 100 of the words most often misspelled by eighth-grade pupils. Do not waste time on the words that are easy for you. Drill on your "demons."

received	to	appreciate	sincerely
probably	its	immediately	gentlemen
business	too	respectfully	necessary
receipt	truly	satisfactory	referring
course	feel	convenient	attention
receive	quite	proposition	certainly
believe	awful	invitation	beginning
possible	which	literature	all right
occasion	lose	application	reference
interest	sure	subscription	cordially
whether	know	arrangement	tomorrow
referred	until	personally	recommend
pleasant	there	efficiency	excellent
college	advise	rheumatism	immediate
o'clock	knew	sufficient	campaign
definite	since	guaranteed	financial
material	really	acquaintance	courteous
service	regard	institution	replying
benefit	coming	examination	secretary
expense	decide	interested	efficient
judgment	annual	successful	insurance
foreign	didn't	university	awfully
anxious	none	absolutely	different
customer	usual	preparation	separate
account	their	disappoint	principal

Write a sketch of some man or woman in your vicinity whose life you consider successful. Your classmates will enjoy guessing the subject of your sketch. Perhaps you will need the following:

6

benevolent	industrious	good judgment
reliable	progressive	clear insight

PHRASES TO USE IN ORAL SENTENCES

7

wholesome advice	old acquaintance
changeable weather	artificial flowers
national cemetery	full of enthusiasm

Write sentences for the three lower words:

8

desert′	des′ert	dessert
presents′	pres′ents	presence

Men, do not desert your post!
Many camels crossed the desert.
Will you have pie or pudding for dessert?

9

sympathetic[1]	performance	judgment
audience	changeable	orchestra
symphony	witnessed	reliable

News item. A large and sympathetic audience witnessed the performance of the Minneapolis Symphony Orchestra last evening.

Use these phrases in written sentences:

annual distribution	counterfeit money	10
business associates	digestible food	
member of parliament	beneficial exercise	

Write in syllables (see Appendix, page 177).

insignificant	confectionery	recommendation	11
resemblance	extraordinary	communication	
recommend	responsibility	organization	

Spell and define these words:

vicinity	restaurant	exceptionally	12
community	cafeteria	reliability	
millinery	crocheting	consequence	

Composition Exercise

DAY MESSAGE

Meet me eleven o'clock tomorrow Hotel Blackstone 13
Chicago important answer.

E. A. Stephenson

Reply to this message in a fifty-word night letter, explaining why you cannot go to Chicago and inviting Mr. Stephenson to come out to spend the day with you. Tell him just how to reach your home from the station.[9]

Dictation Exercise

AN INFORMAL INVITATION

14 My dear Mrs. Colgrove:

Will you and Mr. Colgrove give us the pleasure of your company at dinner on this Tuesday evening, May fourteenth, at seven o'clock? We do hope nothing will prevent your acceptance.

Very sincerely yours,

Louise Scott

17 Washington Heights

Prepare definitions for these words:

15 estimate	efficient	institute
estimated	efficiency	instituted
estimation	efficiently	institution

Words for Rapid Written Review [11]

16 agreeable	charged	health	payable
attendance	comrade	ideal	probably
business	discover	oculist	mention
canceled	entitled	mission	recorder
neglected	excess	issue	required
laughter	telegram	repair	cashier
comfortable	article	prefer	literary
favorable	bargain	boasted	maintain

Which word ends in *or*? in *er*? Find double *s* in two words, *c* like *s* in one:

agricultural	demonstration	commissioner	17
industrious	specification	communication	
commission	organization	administrator	

Suggest another adjective to use with each of these nouns:

musical instrument	state constitution	18
honorable discharge	official document	
immense concern	second installment	

Use these phrases as a business man would:

insurance policy	taxable security	19
collateral notes	paying investment	
payable annually	promissory note	

Do not confuse or misuse these words:

The council meeting occurs this evening. 20
The members will counsel about taxation.

What is your prophecy about the weather?
I never prophesy about what I know not of.

He would be eligible for the position if his writing were more legible.

Use these adjectives with nouns. Write three other words ending in *ible*.

21

responsible	advisable	familiar
enthusiastic	preliminary	enormous
exceptional	sympathetic	customary

22

acquire	occupy	inquire
acquired	occupied	inquiring
acquisition	occupation	inquiry

He has acquired a fortune.
Did you make inquiry concerning his occupation?

Dictation Exercise

FORMAL INVITATION

23 Mr. and Mrs. William Scott request the pleasure of Mr. and Mrs. Charles Colgrove's company at dinner on Monday evening, May fourteenth, at seven o'clock.

17 Washington Heights

24 **We spell *can* with one *n*; why spell *canning* with two?**
Why spell *control* with one *l* and *controlled* with two?
Why spell *repeal* with one *l* and *repealed* with but one?
Why spell *report* with one *t* and *reported* with but one?
Study rule 4, page 177, then write out your answers.

Dictation Exercise

Arithmetic, algebra, and geometry are in my mathe- 25
matics course.

Grammar, composition, and literature are in my English course.

Physiology, hygiene, and sanitation are in my science course.

Word-Building Exercises [29]

Study the meanings of these derivatives. Review page 64.

pend (to hang)	*scribe* (to write)	26
de pend	de scribe	
de pend ent	description	
independent	inscribe	
dependence	inscribing	
independence	subscribe	
dependency	subscriber	

port (to carry)	*tract* (to draw)	27
im port	sub tract	
importance	subtraction	
export	contract	
exportation	contractor	
deport	extract	
deportment	extracted	

Write a suitable word with each verb; thus, *solicit support*, *ants persevere*.

28	eliminate	solicit	persevere	correspond
	recommend	associate	celebrate	anticipate

Separate each of these words into *root-word* and *suffix*. Note that *ance* means *act of* or *state of*.

29	ignorance	assistance	assurance
	accordance	attendance	acquaintance
	acceptance	importance	performance

Form nouns by adding *ment*. Note that *ment* means *act of* or *that which*.

30	advance	induce	judge	develop
	improve	govern	equip	arrange
	install	appoint	assort	announce

Oral Exercise

As you spell each phrase tell how you would send money by that method.

31	registered mail	bank draft
	postal money order	traveler's check
	certified check	American Express
	express money order	personal check

Written Exercise

Write these phrases rapidly, noting the ending *ence*:

evidence of violence	a dog's confidence	**32**
prisoner's innocence	diligence in service	
reverence to God	obedience to law	

satisfaction	investigation	institution **33**
registration	representation	description

This year's registration at the high school has increased twenty per cent. That makes a fine representation for our city. We are proud of the institution.

Written Exercise

Give reasons for or against this resolution. Make them the strongest possible, or you may lose the debate.

Be it resolved: That boys and girls should not be allowed to leave school to go to work before their sixteenth birthday.

Make use of the following expressions:

unskilled labor	untrained mind	**34**
child-labor laws	undeveloped body	
blind alley	apprenticeship	

Spell the adverbial forms of the adjectives and the adjective forms of the adverbs:

35

complete	consequently	actual	cordially
special	practically	annual	probably

Divide into syllables and place accent. Does *ment* mean the same as *ent*?

36

arrangement	disappointment	document
commencement	correspondent	instrument
advertisement	superintendent	enforcement

Write these phrases in complete sentences:

37

memorial services	colonial architecture
rapid calculation	transparent liquid
unanimous consent	peculiar circumstance

Word-Building Exercise

38 Find out the meaning of each derivative. Who can build others? Review page 143.

Place *in*, *con*, *sub*, before *vert* and *tend*.

Place *con*, *ad*, *per*, before *mit* and *tain*.

Note. Changes in the final letters of some prefixes often occur as the derivatives are formed. The last letter of a prefix frequently changes to that of the first letter of the root.

What sounds has *o* in these words? Which of the doubled letters is silent? Explain your answers. Review page 101.

correspondent	accommodate	administrator	39
corresponding	accommodated	administration	
correspondence	accommodation	administrating	

Spell the adverbial forms also:

unusual	affectionate	occasional	40
thorough	satisfactory	fraternal	
extreme	sufficient	positive	

satisfactorily done affectionately yours

Can you spell these words? Is *auction* a "demon"? Try *moisture*. Write them all rapidly in phrases.

ability	citizen	41	height	problem 42
allowance	complain		infirm	pronoun
appeared	condemn		increase	ravine
argument	consult		laziness	resident
auction	develop		lovable	faucet
belief	district		moisture	scarce
breadth	exactly		nervous	scheme
calmly	curious		obtained	separate
capture	flooded		phrase	confirm
ceiling	gasoline		prevail	subtract

What are the hard spots in these words?

43	organize	organized	organization
	possess	possessed	possession
	conscious	conscience	conscientious

Write sentences showing that these pairs of words are antonyms:

44	presence	ordinary	minority	foreign
	absence	exceptional	majority	domestic

Mixed review of the endings *ance*, *ence*:

45	evidence	violence	performance
	ignorance	innocence	obedience
	remittance	assistance	acquaintance
	diligence	accordance	acceptance
	assurance	reverence	correspondence

Dictation Exercise

46 No people on earth have more cause to be thankful than ours, and this is said reverently, in no spirit of boastfulness in our own strength; but with gratitude to the Giver of Good who has blessed us with the conditions which have enabled us to achieve so large a measure of well-being and happiness. — Roosevelt

Written Exercise

Write these phrases in correct sentences:

immediate response	contagious disease	**47**
university extension	barely completed	
athletic association	artificial lighting	

Points to remember: one *r* in *merit*, *el* in *label*, *se* in *sense*, *rinse*, and *based*.

label	sense	urge	merit	**48**
meter	fierce	basis	prior	
bonus	rinse	based	client	

Dictation Exercise

St. Louis, Mo. **49**
March 1, 1921

Dr. Charles Smith
Rochester, Minn.

Dear Sir:

I should appreciate an extension of 30 days on the remainder of my bill of $65 due today. Payment in full would necessitate my borrowing from the local bank, which I should like to avoid if possible. Please find inclosed my personal check for $25, leaving a balance of $40 due you.

Very truly yours,
(Mrs.) Caroline Brady

Composition Exercise

50 **Write Dr. Smith's reply granting the request of Mrs. Brady on condition that she give a thirty-day note without interest.**

Write a sentence for each word:

51 frightened	library	librarian
lengthened	science	scientific
straightened	necessary	necessity

The *t* in *ambitious*, the second *o* in *prosperous*, and the *p* in *receipt* are hard spots.

52 ambitious	sympathetic	prophecy
prosperous	extension	audience
receipt	dessert	document

The Boy Scout Law[30]

Notice the *or* in *worthy*, the *ie* in *friendly* and *obedient*, and the *e's* in *courteous* and *reverent*.

53 A scout is trustworthy	A scout is obedient
A scout is loyal	A scout is cheerful
A scout is helpful	A scout is thrifty
A scout is friendly	A scout is brave
A scout is courteous	A scout is clean
A scout is kind	A scout is reverent

Dictation Exercise

Detroit, Mich. 54
June 15, 1921

Dear Uncle Henry:

Think of one small person possessing a diploma, a vacation, and a pretty ruby ring all at the same time! How did you know that I had been longing for just such a ring? However you learned my secret, I am so happy and wish to thank you.

I feel like the fairy, or was it a witch, who turned her magic ring and wished; and behold she arose into the air and rode on the clouds wherever she wished to go. Don't misunderstand me, please, for the ruby ring makes me into a fairy, not a witch!

Your devoted niece,
Margaret Fellows

Composition Exercise

Imagine yourself a boy just graduated from grammar school. 55 Write Uncle Henry a thank-you letter for the gold watch he sent you. Write one that will please him more than your cousin Margaret's did. Is hers bright and interesting? Is it correct in form?

Collect the words from the "Never Again Lists" of the 56 class for a spelling bee.

57	criticize	prosperous	gratitude
	certificate	architecture	scientific
	affidavit	receipt	ambitious

He had no certificate of membership.
The attorney criticized the affidavit.

Why use the dots above the second *o* in *coöperate*?

58	legislate	coöperate	candidate
	legislator	coöperative	candidated
	legislature	coöperating	candidating
	legislation	coöperation	candidacy

Mark the accent. Which of the doubled letters is silent? Find the hard spot *ci*:

59	associate	appreciated	acquainted
	provision	appreciation	acquaintance
	embarrass	association	admission

Composition Exercise

The house in which you live is for sale. Write a sales letter speaking of its many desirable features. Give terms of sale. You may find use for these expressions:

60	recently decorated	finished in birch
	modern conveniences	basement laundry
	mortgage transferred	abstract furnished

Find *ci* in two words. Which words have doubled letters? Which ones end in *al*?

semester	practical	occasion	official	61
librarian	necessity	executive	original	
resources	sufficient	minority	memorial	

Written Exercise [9]

Reduction sales of men's furnishings and of ladies' ready-made clothing are announced. The boys will write the advertisement for the former and the girls for the latter. Make them attractive. Give special lists with prices. Remember that you must attract buyers by the quality of goods and by the opportunity to save money if your sale is to be a success. 62

Explain the meaning of each prefix. Consult a dictionary.

intercede	undertake	introduce	supersede	63
interpose	underscore	introspect	superpose	

Introduce me to the prisoner.
I wish to intercede for him.

Underscore the letters that make these words hard:

sieve	rinse	cordial	separate	64
siege	choir	coarse	foreign	
seize	ninth	losing	leisure	
merely	client	civics	circuit	

A Mid-Year "Spelldown" [11]

cordial	exercise	enthusiasm	enforcement
money	cemetery	financier	electricity
nickel	surgery	individual	insignificant
St. Louis	symphony	obedience	agricultural
concern	vicinity	instrument	representation
fiber	enormous	anticipate	correspondent
seize	accredit	importance	disappointment
export	figuring	courteous	preparation
service	elegance	ridiculous	organization
proud	nuisance	associates	responsible
foreign	garnish	exhausted	conversation
phrase	memorial	librarian	installment
device	antonym	scientific	immediately
ballot	absence	artificial	certificate
science	judgment	syllabify	coöperative
receipt	response	supersede	legislature
bonus	resource	underneath	inconvenience
fierce	original	affidavit	acquaintance
prior	foreign	coöperate	correspondence
basis	laundry	regretting	administrator
client	acquire	indefinite	accommodate
choir	thorough	candidacy	intelligence
siege	equipped	politician	permanently
ninth	campaign	physician	superintendent
coarse	dessert	derivatives	counterfeit
modern	violence	innocence	reverently
barely	positive	audience	sufficient

Which suffixes show parts of speech?

convenient	permanent	intelligent	65
convenience	permanence	intelligence	
conveniently	permanently	intelligently	

surgery	expensive	contagious	66
physician	certificate	criticize	
apparatus	affidavit	artificial	

A surgeon is a specially trained physician.
His apparatus and equipment are expensive.

Which rules for adding suffixes are here shown?

relieve	relieving	relieved	relief	67
persist	persisting	persisted	persistence	
prefer	preferring	preferred	preference	

THE LAW OF THE CAMP FIRE GIRLS[30]

Seek beauty	Hold on to health	68
Give service	Glorify work	
Pursue knowledge	Be happy	
Be trustworthy		

This law of the Camp Fire I will strive to follow.

What are these words called? Show their different meanings in sentences.

69	inferior	definite	interior	universal
	superior	obscure	exterior	individual

Write three columns of words, six in a column, illustrating the three ways to pronounce *ed*, thus:

70	acquainted	equipped	perceived

Write three columns of words, six in a column, illustrating the three ways to add *ing*, thus:

71	anticipating	soliciting	regretting

Composition Exercise

72 **A garden club has been organized in your county. The school growing the best garden will be given an exhibit booth at the county fair. Write a courteous letter to your Congressman asking for garden seeds of all kinds and stating the purpose you have in writing for them. The more careful you are in writing this letter the more apt you will be to receive the seeds.**

Notice the two pronunciations for *ex*:

73	exhaust	execute	exhibit
	exhausted	executed	exhibited
	exhaustion	execution	exhibition
	exhausting	executive	exhibitor

Use a suitable adjective with each noun:

authority	opportunity	necessity	74
capacity	responsibility	candidacy	
inventory	possibility	prosperity	

The inventory shows a prosperous year.

Notice the double *e* in these words:

employee	committee	guarantee	75
matinée	committeemen	guaranteed	

The committee of employees was guaranteed increases in salaries.

Composition Exercise

The invitation received from Mrs. Scott (page 140) is informal in style. Write an informal acceptance. Be sure to mention both the date and the hour so as to avoid misunderstanding. On page 142 the invitation is formal. Answer it formally, declining the invitation because of a previous engagement. 76

Form sentences, correctly using these phrases:

celebrate Hallowe'en	written recommendation	77
certain peculiarities	chief characteristics	
special ingredients	professional courtesy	
cordial reception	natural resources	

Which word ends in *ize*? What sound has *ci* in the first word? Notice *ance* in two words.

78	appreciated	acquainted	sympathize
	appreciating	acquaintance	enthusiasm
	appreciation	remembrance	enthusiastic

Underscore silent letters. Find double *m* and double *p*. Note *ci* in three words.

79	rheumatism	tuberculosis	physician
	pneumonia	appendicitis	medicine
	influenza	inflammation	nourishment

Review Exercise [5]

Write these words rapidly in short sentences:

80	actual	complete	**81** involve	produce
	allied	convince	justify	purchase
	autumn	decimal	liable	receive
	brooch	disease	nature	relish
	camera	exercise	obeyed	salable
	celery	fraction	policy	selected
	effort	improved	opinion	session
	bureau	applicant	weren't	magazine
	halves	benefited	sermon	medicine
	scent	collected	rinsed	possible

Which words contain but one *l*? which one double *c*? which two double *s*?

guaranteed	necessity	authority	82
accompanying	essentially	mucilage	
confirmation	exceptionally	ventilate	

Dictation Exercise [26]

HOW TO STUDY

Form the habit of mentally reviewing every para- 83
graph as soon as you have read it.

Whenever you desire to master material that is at all extensive and complex, make an outline of it. If you wish to retain this material commit your outline to memory.

In all your work apply your knowledge as much as possible and as soon as possible.

Order Letter (Observe the Customary Form)

After receiving information and consulting catalogues order 84
a bill of goods from any of the following:

(1) The ten best books for your library.
Order from Ginn and Company, Chicago, Ill.

(2) The clothes you need for graduation day.
Order from a local business firm.

(3) Complete furnishings for your room at home.
Order from a local firm.

"Demons" to Pronounce

Words acquired from the French and now in common use:

85	camouflage	garage	vaudeville
	chaperon	matinée	chauffeur

Written Exercise

86 **Prepare a "for sale" column for the school paper, each pupil in the class writing an advertisement for the sale of some article. The boys might offer pigeons or rabbits, eggs for setting, or garden vegetables; while the girls might have loaves of bread, spring chickens, or pieces of needlework to sell. Make your notice as attractive as you can.[31]**

Review these words, then spell their homonyms:

87	pause	bough	site	guilt
	bury	brake	faint	groan
	beach	sent	flour	heal
	strait	route	plane	lessen
	steak	stare	soar	sole

Look up and define the homonym for *session* (*cession*); for *assent* (*ascent*).

88 There are stationary tubs in the laundry.
Write the letter on your business stationery.

A linking verb requires a complement.
Her work received many compliments.

Put these phrases in clear sentences as you spell each word:

alumni association — Sabbath observance **89**
professional ethics — accredited relations
parallel passages — serious consequences

Pronunciation Exercise [18]

def′icit — ob′ligatory — com′parable **90**
pi′anist — pref′erable — mis′chievous
ex′quisite — in′teresting — con′centrate
illus′trate — ad′mirable — illustra′tion

Tomorrow's Menu (Lincoln Café) [32]

Breakfast

Grapefruit
Oatmeal with Cream
Toast or Cakes
Coffee — Cocoa

Lunch

Chicken Noodles **91**
Scalloped Potatoes
Muffins — Lettuce
Raspberry Preserves

Dinner

Vegetable Soup
Sirloin of Beef
Baked Sweet Potatoes
Macaroni — Asparagus
Rhubarb Pie

Short Orders

Steaks — Chops
Eggs as ordered
Sandwiches — Salads
Dairy Dishes
Fruits — Nuts

92 notary circuit bureau thesis

notary public bureau of labor
circuit judge doctor's thesis

Be sure of every ending in this list:

93

individual	acquaintance	commissioner
remembrance	convenience	extravagance
mechanical	circumstance	intelligence
financial	administrator	correspondence

Dictation Exercise

94 "Upon woman devolves the responsibility of the economical expenditure of the family income. It is her duty to know that she is receiving the worth of her money; and yet most women depend upon the word of a clerk, very often far more ignorant than the purchaser. The standard of materials will never be raised to its proper level until the customers are intelligent enough to make the demand."

Each word below is an exception to what rule for spelling? (See page 177.)

95

leisure	chagrined	foreign	dyeing
excellent	conscience	alumni	series

Try to find six hard spots in these words. Make them easy spots for you.

unnecessary expense	courteous attention	**96**
affectionately yours	allotment of time	
football schedule	special privilege	

Make yourself familiar with these military terms:

lieutenant	captain	militia **97**
marines	colonel	cavalry
artillery	general	infantry

Words for Rapid Practice

Write rapidly in short sentences:

continue	liberty **98**	subscribe	surgery **99**
dangerous	majesty	worried	weighed
difference	senior	wholly	thirsty
drowned	seized	volume	worship
excited	signed	visitor	vision
failure	stomach	adverb	carriage
genuine	source	united	balance
honesty	succeed	trousers	advertise
insert	treasure	camphor	column
junior	toughen	telephone	talent

Connect the spelling of these *ible* words with *possible*, which you know:

100	impossible	digestible	terrible	sensible
	responsible	divisible	credible	visible

The food at this restaurant isn't digestible.

Be able to show in a class discussion that you know the meanings of these phrases:

101	special performance	Chautauqua assembly
	annual assessment	weather bulletin
	chemical analysis	representative men

Dictation Exercise

102 "During the last half century industrial conditions have changed materially. In the early days the cloth was manufactured in the home. There was no question of adulteration then. With the introduction of the factory system came keen competition, with the result that a piece of 'all-wool' cloth may be one-half or three-fourths cotton. The field of textile knowledge has grown remarkably, while the knowledge possessed by women concerning textile fabrics has decreased."

Rewrite this exercise in your own words.

Standard Test for Eighth Grade

Children of the eighth grade spelled these words with an accuracy of 66 per cent at mid-year. The last column is from the Ayres-Buckingham Scale.

acquainted
grateful
algebra
solicit
allotment
immense
alumni
leisure
annually
license
necessity
notary
occasion
authority
bureau
permanent
campaign
personally
client
physical
principle
community
Sabbath
surgery
epidemic

compliment
quantities
consequence
regretting
cordially
remembrance
correspondent
representative
disappointment
all right
sincerely
executive
specially
exhausted
sufficient
extremely
financial
geometry
thorough
appreciating
commissioner
possibility
communication
professional
accredited

immediate
convenient
receipt
preliminary
disappoint
annual
committee
architecture
artificial
associates
beneficial
confectionery
contagious
development
employees
exquisite
familiar
financier
treachery
rinsed
reproached
preserve
peculiar
opportunity
intelligent

Words often Mispronounced

Find each word in your dictionary. Are you pronouncing it correctly? Practice the correct pronunciation until it is *fixed* in your speech.

family	government	diary	stature
garage	cantaloupe	adult	victory
almond	Wednesday	corps	neither
parent	apparatus	haunt	apricot
decade	auxiliary	aunt	history
mirror	comparable	carol	genuine
subtle	February	every	inquiry
eighth	chauffeur	cruel	pumpkin
blouse	bronchitis	often	finance
length	gooseberry	acorn	laundry
pretty	mustache	again	library
hungry	pecuniary	been	lenient
deficit	lamentable	gratis	patriot
castle	resignation	arctic	children
brooch	participle	ally	pianist
forest	presentiment	suite	vehement
hearth	exquisite	poem	partner
insure	strategic	duty	amateur
legend	vegetable	evil	Italian
matron	yesterday	fruit	pageant
office	casualty	ratio	surprise
orange	cemetery	route	interest
program	valuable	salve	prairie
really	mischievous	sloth	athlete
pertain	chastisement	tour	abdomen

The Game of Synonyms

In column 2 and column 4 is a synonym for each word in column 1 and column 3 respectively. Write each word in columns 1 and 3, then the word *or* and after it the synonym from the opposite column, thus: *liberty or freedom.* Read these phrases many times

1	2	3	4
liberty	bravery	address	look for
legible	custom	melody	pardon
hinder	genius	economy	respect
capable	ease	timid	certain
foolish	vacant	stern	sufficient
conduct	impede	summary	jealousy
genuine	competent	abandon	afraid
error	authentic	happen	occur
comfort	narrative	conceal	beautiful
wisdom	readable	excuse	synopsis
awful	stature	merry	accurate
talent	allure	esteem	harmony
habit	fortitude	polite	disguise
courage	detain	exact	evidence
heroism	silent	envy	vanity
story	knowledge	pretty	defend
quiet	blunder	proof	oration
complete	absurd	pride	frugality
entice	behavior	protect	courteous
empty	freedom	sure	happy
delay	finish	expect	desert
height	terrible	enough	severe

Words Confused and Misused

Write sentences illustrating the correct use of words in the first two columns; give the correct pronunciation of the other words in oral sentences.

Confused in Writing		Confused in Speaking	
dying	dyeing	which	witch
desert	dessert	lose	loose
coarse	course	formally	formerly
aisles	isles	liable	libel
through	threw	prophesy	prophecy
aloud	allowed	whether	weather
capital	capitol	affect	effect
prophet	profit	quite	quiet
current	currant	eligible	legible
principle	principal	alley	ally
council	counsel	mourning	morning
compliment	complement	angel	angle
past	passed	advise	advice
guilt	gilt	receipt	recipe
ceiling	sealing	disease	decease
stationary	stationery	allusion	illusion
choir	quire	proceed	precede
bridle	bridal	dairy	diary
reel	real	decent	descent
serial	cereal	severe	sever
alter	altar	adapt	adopt
ascent	assent	discuss	disgust
shown	shone	accept	except
fourth	forth	cloths	clothes

The Game of Antonyms

Column 2 and column 4 contain antonyms of the words found in column 1 and column 3 respectively. Write phrases thus: *refuse not comply*, selecting a word from column 1 and its antonym from column 2, etc. Write these as rapidly as possible as a habit-forming exercise in correct spelling:

1	2	3	4
refuse	friend	strange	junior
stingy	receive	agree	common
honor	wretched	pardon	ascend
wealth	humble	senior	accuse
presence	happiness	surplus	scarce
idle	negative	personal	general
happy	hope	exports	familiar
solemn	finish	assist	scatter
give	guilty	descend	sterile
major	domestic	mental	concrete
devil	poverty	abundant	dispute
positive	despise	artificial	rigid
success	permanent	bachelor	condemn
foreign	generous	majority	lazy
inferior	absence	abstract	shortage
despair	minor	collect	hinder
enemy	comply	fertile	imports
proud	superior	unusual	physical
innocent	failure	excuse	benedict
temporary	busy	plentiful	minority
sorrow	angel	diligent	deficient
commence	cheerful	flexible	natural

Review of Words with Puzzling Endings

ingredient	ancestor	various	mechanical
lieutenant	profession	response	conference
sufficient	observance	resource	acceptance
assistant	remittance	presence	digestible
efficient	confidence	expense	assistance
accountant	attendance	eligible	collateral
prosperous	preference	parallel	compromise
intercede	appearance	obstacle	sympathize
temperance	accordance	eminent	antecedent
admission	possession	immense	significance
reception	reverence	commerce	intelligence
enterprise	sacrifice	extension	unreliable
apologize	advisable	innocent	merchandise
divisible	admirable	violent	impertinent
manageable	fertilize	evident	courageous
permanence	courteous	possible	conceivable
essential	supervise	credible	responsible
organize	endurance	commence	convenience
benevolent	authorize	material	extravagant
peaceable	municipal	eloquence	convenient
ambitious	financial	existence	despondent
connection	assurance	confident	descendant
innocence	honorable	defendant	changeable
notorious	sensible	criticize	acceptable
victorious	diffident	assertion	remembrance
calendar	intention	exhibitor	supersede
remittance	performance	elegance	commission

Common Words in Trade and Industry

stationary engineer	broker	architect
alternating current	timer	draftsman
reënforced concrete	mason	contractor
block and tackle	lather	decorator
perpetual motion	planer	chauffeur
weather stripping	sawyer	designer
structural steel	panel	auctioneer
custom tailoring	solder	electrician
incandescent bulb	gluing	itemized
electric welding	reverse	financier
damaged equipment	films	manufacturer
operating expenses	install	stenographer
telephone industry	T square	proportion
free-hand sketch	dividers	perspective
modern improvements	ripsaw	protractor
accidentally injured	stucco	dimension
respectfully submitted	gas jet	projection
summary dismissal	sketch	specification
congested traffic	arch	circumference
excellent management	niche	perpendicular
sales manager	circle	construction
industrial education	curve	continuation
closed corporation	spiral	implements
emergency brake	tracing	mechanism
minimum wage	payee	discrepancy
warranty deed	equity	custodian
negotiable paper	assets	syndicate

Common Words in Business and Commerce

prompt attention
damaged articles
general delivery
cancel the order
reliable firm
bill of lading

annual profits
business practice
foreign commerce
sealed proposals
financial success
immediate relief

notary public
final settlement
urgent request
separate items
unsettled claims
modern methods

special privileges
enormous profits
accrued interest
issued quarterly
payable annually
freight receipts

desirable customer
explicit directions
received payment
fulfilled promises
highly recommended
real-estate agent

paid advertisement
purchasing agent
weekly allowance
unnecessary expense
business partners
good investment

profitable employment
courteous employees
business associates
to suit purchasers
except on business
prospective customer

exorbitant prices
substantial increase
notes receivable
insurance policy
please acknowledge
under separate cover

Common Words in Agriculture

horticulture
agriculture
live stock
food stuffs
emulsion
wheelbarrow
whiffletree
plowshare
grindstone
vineyard
irrigation
thoroughbred
gardener
separator
cultivator
humidity
fertilizer
incubator
whetstone
creamery
drainage
stanchion
shrubbery
forestry
planter
tedder
tractor
sprayer
thrasher
reaper
scraper
roller
cholera
ration
winnow
pruning

Common Words in Home Economics

kitchen utensils
aluminum ware
coffee percolator
electric washer
pressure cooker
thermos bottles
family budget
recipe book
carbohydrates
ingrain linoleum
vacuum cleaner
refrigerator
protein
costume
garbage
catsup
gelatin
albumen
sanitary
textiles
bacteria
cellulose
cafeteria
pulverize
menu
baste
plait
sieve
cocoa
fabric
sauces
omelet
sateen
facing
pastry
thimble

APPENDIX

DIACRITICAL MARKS

It will prove convenient to remember the names of the more common diacritical marks used in Webster's New International Dictionary: breve (˘), macron (¯), tilde (˜), circumflex (ˆ). Others are usually called dot or dots above or dot or dots below, as the case may be.

COMMON VOWEL MARKS

ă in cap	ē in meat	ô in corn	u̇ in put
ā in cape	ẽ in fern	ȯ in son	ÿ in myth
ä in arm	ê in there	o̤ in lose	ȳ in type
ȧ in ask	ı̇ in rip	ọ in wolf	o͝o in foot
a̤ in salt	ī in ripe	õ in word	o͞o in boot
ạ in was	ĭ in bird	ŭ in cut	oi in oil
ȧ in sofa	ï in police	ū in cute	oy in boy
â in air	ŏ in hop	û in hurt	ou in out
ĕ in met	ō in hope	u̱ in truth	ow in how

COMMON CONSONANT MARKS

The consonant marks are called cedilla (¸), bar (-), and suspended bar (‿).

ç in cent	ch in ache	s̱ in has
ǧ in gem	ç̣h in machine	th in then

SIMPLIFIED SPELLING

Changes in English spelling come into use gradually, largely as the result of individual initiative and example. During the last half century the following simplified words are among those that have become universally accepted as the standard spelling by all dictionaries: *dram*, *primeval*, *recognize*, *synonym*, *develop*.

Other words are now in process of simplification. Webster's latest dictionary recognizes two spellings for words like the following but prefers the simplified form:

New	Old	New	Old
center	centre	hiccup	hiccough
draft	draught	judgment	judgement
rime	rhyme	program	programme

Again, Webster's dictionary recognizes and allows but does not prefer new spellings like the following:

New	Old	New	Old
altho	although	catalog	catalogue
clue	clew	dulness	dullness
gage	gauge	mama	mamma

The Simplified Spelling Board believes that changes in spelling based on common sense and a clear knowledge of the function of spelling will win recognition and acceptance more rapidly than haphazard changes appealing to popular fancy. It published (June, 1920) a "Handbook of Simplified Spelling," containing twenty-seven rules and about six thousand simplified words.

ABBREVIATIONS FOR STATES, TERRITORIES, AND POSSESSIONS OF THE UNITED STATES OF AMERICA (U.S.A.)

Ala. = Alabama
Ariz. = Arizona
Ark. = Arkansas
Calif. = California
Colo. = Colorado
Conn. = Connecticut
D.C. = District of Columbia
Del. = Delaware
Fla. = Florida
Ga. = Georgia
Ill. = Illinois
Ind. = Indiana
Kans. = Kansas
Ky. = Kentucky
La. = Louisiana
Mass. = Massachusetts
Md. = Maryland
Me. = Maine
Mich. = Michigan
Minn. = Minnesota
Miss. = Mississippi
Mo. = Missouri
Mont. = Montana
N.C. = North Carolina
N.Dak. = North Dakota
Nebr. = Nebraska
Nev. = Nevada
N.H. = New Hampshire
N.J. = New Jersey
N.Mex. = New Mexico
N.Y. = New York
Okla. = Oklahoma
Oreg. = Oregon
Pa. = Pennsylvania
P.I. = Philippine Islands
P.R. = Porto Rico
R.I. = Rhode Island
S.C. = South Carolina
S.Dak. = South Dakota
Tenn. = Tennessee
T.H. = Territory of Hawaii
Tex. = Texas
Va. = Virginia
Vt. = Vermont
Wash. = Washington
Wis. = Wisconsin
W.Va. = West Virginia
Wyo. = Wyoming

NOTE. Alaska, Guam, Idaho, Iowa, Ohio, Samoa, and Utah are usually not abbreviated.

SIX SPELLING RULES

Rule 1. To form the plural of a noun add *s* to the singular. If the pronunciation is thus made difficult, change *s* to *es*.

Rule 2. Drop final *e* before adding a suffix beginning with a vowel. When *e* follows *c* or *g* it is retained before *a* or *o*.

Rule 3. Words ending in *y* preceded by a consonant change *y* to *i* before adding a suffix not beginning with *i*.

Rule 4. In words of one syllable and in words accented on the last syllable, double a single final consonant if preceded by a single vowel before adding a suffix beginning with a vowel.

Rule 5. To form the possessive add to the singular an apostrophe and *s* ('*s*). To plurals ending in *s* add only the apostrophe.

Rule 6. "*I* before *e* except after *c*, or when sounded long *a* as in neighbor and weigh."

THREE RULES FOR SYLLABIFYING WORDS

Rule 1. Prefixes and suffixes are separated from their roots when words are syllabified (*ex tend ing*, *un like ly*).

Rule 2. The consonants that stand between two vowels are placed with the latter vowel if the sound is smooth; but if the sound is not smooth, or if the former vowel is short, a consonant is held in the first syllable.

Rule 3. If two of the consonants are alike the syllable division comes between them (*beg gar*, *puz zle*), except when the root syllable ends in a doubled letter (*fuss ing*).

JOHN'S "NEVER AGAIN LIST"

John was not a good speller. Everyone at home and at school knew it. He could spell many of the words which he wished to use in his written work easily and accurately, but in nearly every lesson there were a few which baffled him. He misspelled them day after day.

One day his teacher suggested that he make a special list of these "demons" for that day and call it his "Never Again List." John liked the idea, for he really was ashamed of his poor spelling and wished to improve. At the end of a week his list was as follows:

Words	Days of the Week				
	M.	T.	W.	Th.	F.
separate	o	o	o	√	√
receive	o	√	√	o	√
weren't	o	o	√	√	√
sincere	√	√	o	√	√
coarse	o	o	√	√	√

The check o meant error, the check √ correct. John had drilled himself on the hard spots in these "demons" every day for the week. Each day a classmate tested him and checked the result. The next week John made a new list. All the other poor spellers in the class did the same thing. Now there are no poor spellers in John's class.

SPELLING "DEMONS" FOR ADULTS

Very few college graduates or other well-educated persons can spell all the words in this list. Most of them are exceptions to spelling rules. Indeed, they are among the hardest words in the English language. Teachers are not expected to teach these words, as many of them are not commonly used in written composition. The list affords a test for the very best spellers in the upper grades. If without previous drill a pupil can spell all but four or five of these words he is probably an excellent speller.

vilify	consensus	picnicking	connoisseur
kimono	supersede	plagiarism	renaissance
naphtha	repellent	hallelujah	cater-cornered
gauging	innuendo	repertoire	crystallize
fuchsia	trousseau	dyspepsia	caterpillar
bivouac	perennial	spaghetti	appendicitis
orifice	auxiliary	homogeneous	hippopotamus
delible	cantaloupe	erysipelas	sacrilegious
liquefy	jardiniere	silhouette	tranquillity
inoculate	syndicate	diphtheria	paraphernalia
synonym	chauffeur	hemorrhage	unnecessarily
paraffin	sovereign	rendezvous	sarsaparilla
maneuver	dissension	hypocrisy	penitentiary
souvenir	benefiting	avoirdupois	questionnaire
gazetteer	dissipated	rhinoceros	veterinarian
subpœna	camouflage	mayonnaise	embarrassment
poultice	chandelier	inflammable	irretrievable
ptomaine	chiffonier	discernible	fricasseeing
chagrined	desiccated	collectible	percolator

NOTES FOR THE TEACHER

Note 1 (page 5). This is a typical lesson to be developed by the teacher during the study period (see Note 13, Book One). First develop the three new words in large type. Pronounce them, write them on the board, calling attention to their hard spots, the *a* in *homestead* or the *e* in *lonesome*, etc. Ask the class to explain what these words mean, often by their use in sentences. Then write each word several times. Probably three quarters of the time devoted to spelling should be given to teaching the lesson, one quarter to testing. If possible, test the words taught the previous day. It is not a real test to study and test immediately afterward.

Note 2 (page 8). Dictation exercises should be studied carefully with the pupils and every detail of spelling, punctuation, pronunciation, and meaning brought out. Follow the plan of the socialized recitation, the pupils taking an active part in discussing with each other both the meaning and the form. In testing have the children close their books and write the exercise sentence by sentence as the teacher dictates it.

Note 3 (page 9). Lessons on unphonetic words must be presented in a variety of ways. Visualization is the watchword. Point out the hard spots by colored crayon, underscoring, or by heavy lines, in order to focus attention and fix the visual image. Oral spelling in concert, stressing with the voice the hard spots, is a helpful exercise.

Note 4 (page 10). Tie the spellings of homonyms to their meanings as shown in sentences. Use your skill as a teacher to vary this exercise in order to maintain the class interest. Often the children should be required to give a sentence using a certain homonym.

Note 5 (page 11). Writing words in phrases is a particularly helpful way to bring out meaning and to equip for rapid spelling

in written context. Word-groups may be given orally to test comprehension. Always invite discussion during these exercises.

Note 6 (page 12). The opposite page offers a fine opportunity to introduce to the class the many features of dictionary work. Refer to it again and again in this and later grades as the lessons are developed. To be able to read a dictionary page correctly and easily is the aim of these dictionary lessons. In subsequent lessons where this page is referred to, turn to it with the class and work out the answers to the questions asked. Invent other exercises if necessary to develop the dictionary habit. (See Introduction, page vi.)

Note 7 (page 20). Speak and write these verb phrases — *Will you apply?* etc. — rapidly to fix habits for correct form. An incorrect participle is often detected when put into a verb phrase.

Note 8 (page 30). These lessons on marking the vowels are arranged in groups determined by a common mark. Arrange a table on the blackboard showing this as the lessons are studied. Give also the respellings if your dictionary uses them to show pronunciation.

Note 9 (page 31). Throw as much originality as possible into these composition lessons. Forget the spelling until you have aroused a real ambition to write something worth while. Instill a desire to excel in the production; then, as an incidental thing, look after the spelling if need be and have the work copied.

Note 10 (page 39). In polysyllables a short vowel preceding a single consonant (except in final syllables) is rather unusual. Call particular attention to the single consonant in the middle of these words; also stress the fact that in words of more than one syllable final *c* without *k* usually follows the short *i* sound.

Note 11 (page 44). In the several review lists and "spelldowns" teach the pupils to discriminate between the words they are already sure of and those requiring more study. They then should focus their attacks on the latter group (see page 178).

Note 12 (page 45). These tests and those in Book One are taken from the Iowa Spelling Scale and have been standardized in Iowa public schools. It may be well to give this test at mid-year,

recording the grade of each pupil, and to give it again at the close of the year, noting the improvement. Finally, assign the test for a spelling exercise, requiring all pupils to spell the words with a high score.

Note 13 (page 52). Other vowels are often obscure, owing to lack of accent. Notice *e* in *broken*, *i* in *raisin*, *a* in *instant*, and *u* in *column*. Vowels when obscure are hard spots that require special study.

Note 14 (page 54). It is necessary to refer to a large dictionary for the study of this lesson because the broad sound of *a* is shown by a respelling in some of the small dictionaries. Thus *water* is respelled *wôter*, the *o* being marked with a circumflex. This sound of *o* is an equivalent of broad *a*. Often, too, the short *o* sound of *a* (was, what) is shown by a respelling (wŏs, whŏt) in small dictionaries. Other sounds of the vowels are also represented in this way. When *o* or *u* has the sound of *oo*, either long or short, the respelling of the word is often employed. Teach the forms used in your school.

Note 15 (page 57). Derivatives are so common in English that the manner of forming them ought to be clear to the pupils. The placing of proper prefixes and the annexing of the correct suffixes are important in correct spelling. Make it plain to pupils in the upper grades that a prefix usually modifies the meaning of a root, while a suffix usually shows a change in the part of speech of the word.

Note 16 (page 66). This is an important page. Errors so often occur in the formation of the past participle of verbs that not only the spelling but the pronunciation should be made clear. Ask the children to group these words first in accordance with the rules for spelling, later with regard to their pronunciation.

Note 17 (page 73). The value, as a habit-forming exercise, of a rapid writing of these review lists in phrases will be apparent. Pupils may time themselves in one of two ways, by recording the time required to write the exercise and by recording the number of words correctly written in a given time. In all such exercises the teacher should insist that the words be legibly written.

NOTE 18 (page 77). The teacher should stress the work in pronunciation, as it is very important in oral English. Pronounce the words rapidly and recur to the exercises frequently until the correct habit is formed.

NOTE 19 (page 80). The lessons on this page discuss certain digraphs, troublesome since they are pronounced in several different ways. Nearly all of the words have already appeared in the lessons, so it is hoped that this grouping will prove a thorough test of the pupils' ability to spell the words correctly and without hesitation.

NOTE 20 (page 84). This lesson should provoke a wide range of comment on the part of pupils. Give them full rein in their interpretations, then check the written work for incorrect spelling.

NOTE 21 (page 94). From this point on special effort should be made for written work in spelling. As far as practicable, lessons are provided for subconscious spelling; that is, pupils are being called upon to spell the necessary words as they formulate thought.

NOTE 22 (page 95). To write irregular-verb phrases, especially the forms in which errors usually occur, is an excellent spelling exercise. Do not confine your work to the lessons in the text, but form tables of phrases to correct the bad spelling of the pupils in your class. Give frequent written practice on these tables.

NOTE 23 (page 106). Some of the longer letters may require two lessons. Aside from the spelling, the form should be carefully followed. Pupils should be able to write these letters rapidly from dictation. For the teacher to dictate additional letters to the class, then to have them discussed and corrected, would prove helpful.

NOTE 24 (page 107). The spelling of these four words should be fixed, then other words like *recede, intercede,* given to test the class on the general spelling of this root.

NOTE 25 (page 114). Difficulty in spelling arises in words whose endings are spelled differently but pronounced alike. The plan followed is first to present the words of a common ending in special groups, then later to mix them with groups of the same pronunciation but spelled differently. Such lists should be checked frequently.

NOTE 26 (page 125). These rules on how to study may be discussed fully then applied with profit by the pupils. Bring out the reasons for them. Later the class may test themselves to see whether the rules really do prove beneficial in practice.

NOTE 27 (page 129). The real purpose of these lessons is to show that pupils may be expected to spell all words in their written work correctly even though the words are not found in the speller. It will be well to amplify this type of assignment if needed.

NOTE 28 (page 137). This is a carefully compiled list. It is composed of words commonly used and frequently misspelled. Test your class on them and single out the difficult words for subsequent drill.

NOTE 29 (page 143). These word-building exercises are very interesting to children as well as very helpful. Arrange for a game in which the pupils will work to see who can build the largest number of words on a single root. The teacher will decide against any word not in accepted use. Each pupil must be ready to define his words.

NOTE 30 (page 150). In many communities there are Boy Scout and Camp Fire girl organizations. In addition to the correct writing of their respective codes of laws, written exercises about their activities can be easily motivated. Descriptions of outfits and camp equipment, narrations about hikes, arguments on the value of the movement, the necessity for its support, etc., will prove interesting topics. Remember that the end in spelling is to enable students to write their ideas unhampered by the thoughts of how to spell the necessary words.

NOTE 31 (page 160). This exercise can be made very interesting. The advertisements may be large in the form of posters if the class prefers, and mounted in most attractive design. Remember that good spelling goes hand in hand with good composition.

NOTE 32 (page 161). The pupils will enjoy writing other menus for the café. This gives a good opportunity to relate the spelling with the domestic-science work or even with the hot-lunch plan for the rural school. Opportunity is also given to study the well-proportioned meal by discussing carbohydrates, proteins, fats, and mineral salts in the various foods.